

## **BUSINESS SERVICES ADMINISTRATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a professional administrative position in the Ulster County Department of Economic Development. The Business Service Administrator (BSA) provides support to the Director and Deputy Director of Economic Development in serving local communities, businesses and governmental and non-governmental agencies with an emphasis on strategically supporting businesses and strengthening the local economic environment. The BSA is responsible for the administration and coordination of economic development projects as directed which may include engaging county resources, participating in project development efforts, and implementing, monitoring and evaluating projects, programs and activities to ensure expected outcomes. Work activity is in accordance with accepted professional practice and within the operational guidelines of the Ulster County Department of Economic Development. Work is performed under the general supervision of the Director and Deputy Director of Economic Development. General supervision is exercised over the employees and consultants. Does related work as required.

**TYPICAL WORK ACTIVITIES:** The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Assists and participates in the planning, directing, and coordinating the administrative aspects of projects involving economic development, ensuring that department resources are fully and appropriately utilized, and that all statutory responsibilities are fulfilled;

Assists in managing federal and state funding, including revolving loan funds, as required to meet program objectives;

Prepares documents and materials including credit research and financial analysis for the Ulster County Revolving Loan Fund and other financial programs;

Maintains or supervises maintenance of real estate and business contact databases;

Supports Ulster County businesses with administration of County resources and programs, and by referrals to partner organizations and resources, including federal and state grants; and actively engages businesses, not-for-profit, and communities to provide professional support in specific program, financing, and project development efforts, as well as general business and financing counseling;

Assists firms potentially interested in moving or expanding in Ulster County by providing such prospects with available sites, incentives, and contacts;

Supports the public-facing work of the Department, including establishment or strengthening of working relationships with other agencies, funding sources, outside contractors, regulatory authorities and interested parties for purposes of coordination and information-sharing;

Implements, monitors and evaluates projects, programs and activities as directed, to ensure expected outcomes;

Develops advertising and public relations materials to be used in the sales promotion of Ulster County via radio, television, newspaper articles, advertisements, booklets, and arranges for the distribution of such materials.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND**

**PERSONAL CHARACTERISTICS**: Thorough knowledge of the fundamentals of community and economic development within New York State, including state and federal economic development programs, grants and financing tools; good knowledge of planning and zoning concepts related to economic development; working knowledge of government budgeting procedures; working knowledge of grant writing and research; ability to analyze small business and corporation financial statements, business plans and feasibility studies; ability to accurately record and report work efforts and results; ability to plan and coordinate the technical work of others; ability to elicit staff cooperation and support of others.

**MINIMUM QUALIFICATIONS**: Either:

- A. Possession of a Master's Degree in Business Administration, Public Administration, Finance, Economic Development or closely related field; **OR**
- B. Possession of a Bachelor's Degree in Business Administration, Public Administration, Finance, Economic Development or closely related field and two (2) years of responsible work experience in business development, project management with economic development programs or a closely related field; **OR**
- C. Possession of an Associate's Degree in Business Administration, Public Administration, Finance, Economic Development, or closely related field and four (4) years of responsible work experience in business development and project management with economic development programs or a closely related field **OR**
- D. Graduation from high school or possession of a high school equivalency diploma and six (6) years of responsible work experience in business development, project management with economic development programs or closely related field; **OR**
- E. An equivalent combination of training and experience as described in A, B, C and D above.

**Note:** Your degree or college credits must have been awarded or earned by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

ULSTER COUNTY  
0977 BUS SRV AD  
Classification: Competitive  
0979 BSA HLP  
Classification: Non-Competitive  
NUMGT

Adopted: January 1, 2013  
Revised: May 7, 2015  
Revised: January 26, 2016  
Revised: December 27, 2019  
Revised: February 26, 2025