

DEPUTY DIRECTOR OF ECONOMIC DEVELOPMENT

DISTINGUISHING FEATURES OF THE CLASS: This is a professional administrative position within the Ulster County Office of Economic Development. An incumbent in this position provides professional support to local communities, companies and agencies with a particular emphasis on retaining and attracting businesses. The incumbent works to create policies and partnerships that join the County's economic and community development efforts with public and private entities at local, regional and statewide levels. The incumbent also serves as liaison to economic development entities, coordinates county resources, promotes and participates in specific programs and project development efforts, and implements, monitors and evaluates projects, programs and activities to ensure expected outcomes. The work is carried out in accordance with accepted professional practice within the operational guidelines of the Ulster County Office of Economic Development. Work is performed under the general supervision of the Director of Economic Development. General supervision is normally exercised over the work of professional and non-professional employees as well as the work of outside 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.

Plans, directs, and coordinates the administrative aspects of all projects involving economic development, ensuring that department resources are fully and appropriately utilized, and that all statutory responsibilities are fulfilled;

Assumes oversight responsibility for all working relationships with other agencies, outside contractors, regulatory authorities and interested parties to ensure that their goals, objectives, and concerns are incorporated into the planning process to the maximum extent possible;

Provides professional support to companies, industry sectors and local communities;

Creates partnerships joining the County's economic and community development efforts with public and private entities at local, regional and statewide levels;

Establishes economic development project priorities and methodologies and ensures that they are performed within the operational guidelines of the Ulster County Office of Economic Development;

Serves as liaison to economic development entities;

Promotes and participates in specific program and project development efforts;

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

Makes recommendations on the County's economic development interests;

Assumes oversight responsibility for the scope and approval of outside consultant contracts.

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; thorough knowledge of planning and zoning concepts related to economic development; good knowledge of government budgeting procedures; good 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; confidentiality, initiative and resourcefulness; good powers of observation, perception and analysis; tact, courtesy.

MINIMUM QUALIFICATIONS: Either:

- A. Possession of a Master's Degree in Business Administration, Public Administration, Planning, Economic Development, Environmental Law or closely related field and three (3) years of responsible work experience in business development, planning, economic land use, environmental land use or a closely related field; **OR**
- B. Possession of a Bachelor's Degree in Business Administration, Public Administration, Planning, Economic Development, Environmental Law or closely related field and five (5) years of responsible work experience in business development, planning, economic land use, environmental land use or a closely related field; **OR**
- C. Possession of an Associate's Degree in Business Administration, Public Administration, Planning, Economic Development, Environmental Law or closely related field and seven (7) years of responsible work experience in business development, planning, economic land use, environmental land use or a closely related field; **OR**
- D. Satisfactory completion of a minimum of sixty (60) semester credit hours and eight (8) years of responsible work experience in business development, planning, economic land use, environmental land use or a closely related field; **OR**
- E. An equivalent combination of training and experience as described in A, B, C or 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
2382 DEP DIR ED
Classification: Proposed Non-Competitive
NUMGT

Adopted: Effective 1/1/2009
Per UC LEG RESO 350
Revised: December 27, 2019
Revised: July 22, 2022