

DIRECTOR OF ECONOMIC DEVELOPMENT

DISTINGUISHING FEATURES OF THE CLASS: This is a professional administrative position that directs the planning, coordination and administration of the overall aspects and activities of the Ulster County Office of Economic Development. The incumbent is responsible for directing professional support to local communities, businesses and agencies as well as administering policies and partnerships with public, private and community-based entities at local, regional and state levels to foster a sustainable, resilient and diverse local economy. 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 Ulster County Executive with leeway allowed for the exercise of independent judgment. Supervision is exercised over professional and clerical staff. 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.

Directs the planning, coordination and administration of the overall aspects and activities of the Ulster County Office of Economic Development;

Administers departmental 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;

Establishes and administers economic development project priorities and methodologies and ensures that they are performed within the operational guidelines of the Ulster County Office of Economic Development, in coordination with the Departments of Planning and Environment and Offices of Employment and Training and Tourism;

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

Establishes and promotes specific program and project development efforts;

Performs activities as directed by the County Executive on matters of importance to the development of the County;

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

Makes recommendations on the County's economic development interests;

Develops and prepares the Ulster County Office of Economic Development budget;

Directs oversight responsibility for the scope and approval of outside consultant contracts;

Works closely with other County Departments and partners to ensure alignment with sustainability and equity priorities on all projects.

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; thorough knowledge of government budgeting procedures; good knowledge of grant writing and research; skill in public speaking and networking; 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; commitment to environmental sustainability; commitment to equitable access to business and job opportunities; 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 five (5) 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 seven (7) 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 nine (9) 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 from a regionally accredited or New York State registered college or university and ten (10) 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.

Classification: Proposed Non-Competitive
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