

ECONOMIC DEVELOPMENT SPECIALIST

JOB CODE: 3080
DEPARTMENT: Tioga County Economic Development and Planning
CLASSIFICATION: Competitive
SALARY GRADE: Non-Union
ADOPTED: 8/93; Revised 10/98, 3/99, 4/01, 09/17 Reviewed 12/14 Tioga Co. Personnel & Civil Service

DISTINGUISHING FEATURES OF THE CLASS: The work involves high level administrative responsibility for assisting the Director of Economic Development and Planning in a diverse range of economic development program functions. The functions include, but are not limited to program planning, financial management, reporting and program evaluation, assisting in the development of economic and industrial plans and participating in the identification and application of State and Federal grants for the County's economic development program. The incumbent will work with individuals and or entities interested in establishing new or improving the viability of existing business operations in Tioga County. Depending upon assignment, this may include agricultural enterprises. The work is performed under general supervision of the Director of Economic Development and Planning, with considerable leeway allowed in the exercise of independent judgment. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Meets with local businesses and or agricultural operations in order to conduct needs assessment and identify/ coordinate appropriate resources to satisfy those needs;
- Monitors and reviews the expansion and retention of existing industry or agricultural operation to ensure maximum County support and awareness;
- Carries out special projects and studies at the request of the Director of Economic Development and Planning (i.e. State & federal economic zone incentive programs, agricultural incentive programs, etc.);
- Refers clients to resources for assistance in project financing and business plans, including preparing cost/benefit analyses and income and cash-flow statements;
- Assists clients with marketing needs by researching and identifying opportunities;
- Meets with businesses and or agricultural operations located outside of the county in order to encourage relocation to Tioga County;
- Uses computer and related equipment in performance of job responsibilities;
- Reviews incoming correspondence and provides information, assistance and referrals to public;
- Interfaces with other local, State and Federal agencies on behalf of local businesses and or agricultural operations;
- Writes grants related to economic, industrial and agricultural development to State, Federal and private foundations;
- Assists Director of Economic Development and Planning in providing expert assistance to local businesses;
- As directed, will perform varied tasks associated with mandated benefits and protections for farmers and landowners who are current or potential members of the local agricultural district;
- Maintains current data on available industrial buildings, sites, labor, utilities, transportation facilities and other community resources of interest to industries seeking to locate within the County;
- Establishes and maintains Economic Development program files;
- Prepares and conducts oral and graphic presentations to inform legislative bodies, governing boards and general public concerning economic development activities and information;
- Assists in composing economic development portion of annual report;
- Operates office equipment such as telephone, facsimile, personal computer and copying machine;
- May act as staff liaison to the Industrial Development Agency (IDA) and Local Development Corporation (LDC);
- Administers and monitors economic development related grants awarded to the County to ensure compliance with applicable laws, rules and regulations;

2. Economic Development Specialist

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Basic knowledge of economics, familiarity with program management, reporting and communications; proficient in the use of personal computer equipment; including graphics and spreadsheet ability; working knowledge of financial management; working knowledge of public relation methods and techniques; working knowledge of the geography of the County; ability to prepare and present moderately complex reports effectively; ability to express oneself clearly and concisely, both orally and in writing; ability to understand complex oral and written directions; ability to establish and maintain effective working relationships with civic leaders, prospects, public officials, the general public and work associates; ability to perform grant application activities, including research, analysis and writing of grants; ability to perform analysis of business balance sheets income and cash-flow statements; ability to perform cost/benefit analysis and forecasting; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS (Either):

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in business, finance, economics, planning, public administration, environmental studies or a closely related field; **OR**
- (b) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in business, finance, economics, planning, public administration, environmental studies, or closely related **AND** two (2) years of full-time paid professional experience or its part-time equivalent in business management, public administration, planning, finance, marketing, real estate sales or similar field; **OR**
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.