

DEPUTY DIRECTOR OF ECONOMIC DEVELOPMENT AND PLANNING

JOB CODE: 2080
DEPARTMENT: Tioga Co. Economic Development & Planning
CLASSIFICATION: Competitive
SALARY: Management/Confidential
ADOPTED: 11/01; Reviewed 9/08/14; Revised 03/19; 01/20; 08/21; 10/24 Tioga Co. Personnel & Civil Service

*** PUBLIC OFFICER; no term**

DISTINGUISHING FEATURES OF THE CLASS: This is a senior level administrative position assisting the Director of Economic Development and Planning in technical aspects of new business recruitment and independently implementing and managing complex business development projects. The incumbent will regularly confer with the Director regarding project status and completion. Work is performed under the general supervision of the Director of Economic Development and Planning, with considerable leeway allowed in the exercise of independent judgment. The incumbent will also supervise all other department employees in the Director's absence and act on behalf of the Director in his/her absence with regards to economic development and planning responsibilities. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Acts as project manager to coordinate implementation of complex business development plans;
- Assists Director in major business recruitment, providing technical information, project packaging and marketing as requested;
- May assist Director in oversight of land use, zoning, and economic development programs;
- Maintains regular contact with implementation teams and other agencies and departments related to business project developments;
- May assist in the development and implementation of current and long-range organizational goals and objectives, as well as policies and procedures;
- Prepares studies, reports and recommendations relative to County-wide Economic Development issues involving projects, infrastructure, transportation, development, etc.;
- Identifies and tracks project objectives, participants, schedules and financing, communicating such information to involved parties;
- Analyzes business and personal financial statements to determine appropriate types of economic development assistance with regards to financing, real estate transactions, and compliance with local/state regulations, etc.;
- Administers revolving loan funds in accordance with County policies and Federal grant requirements;
- Prepares Federal and/or state grant applications and administers grants received in compliance with grant terms and conditions;
- Compiles figures to assist in the preparation of the annual departmental budget for economic development;
- Make presentations to the public, private organizations, municipalities and other interested parties on behalf of the Director.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Thorough knowledge of the purposes, principles, methods and terminology used in economic development; thorough knowledge of techniques used to gather data for analysis; thorough knowledge of funding sources and application procedures; thorough

2. Deputy Director of Economic Development & Planning

knowledge of modern principles and practices of effective management; good knowledge of Federal and State or grant programs available for the county and/or its municipalities; ability to organize, plan, and coordinate the work of project team members; ability to write complex reports and grants; ability to prepare reports, analyze findings and make recommendations; ability to prepare and maintain comprehensive plans for development; ability to prepare and analyze budgetary figures; ability to establish and maintain effective working relationships with civic leaders, public officials, business C.E.O.'s, presidents of institutions of higher learning and the general public; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS (Either):

- a) Graduate from a regionally accredited or New York State registered college or university with a Masters degree in business administration, finance, economics, planning, public administration or closely related field; **OR**
- b) Graduation from a regionally accredited or New York State registered college or university with a Bachelors degree in business administration, finance, economics, planning, public administration or a closely related field and two (2) years of full-time professional experience or its part-time equivalent in economic development, business management, public administration, planning, finance, marketing, real estate or similar field; **OR**
- c) Graduation from a regionally accredited or New York State registered college or university with an Associates degree in business administration, finance, economics, planning, public administration or a closely related field and four (4) years of full-time professional experience or its part-time equivalent in economic development, business management, public administration, planning, finance, marketing, real estate or similar field; **OR**
- d) An equivalent combination of training and experience as defined by the limits of (a) and (c) above.

Qualification Note: "Professional experience involves independence of action and personal responsibility for actions. This experience is considered qualifying if performed after obtaining the required degree."