

DEPUTY DIRECTOR OF ECONOMIC DEVELOPMENT

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Director of Economic Development, the incumbent of this class assists in the design, enhancement and implementation of a comprehensive economic development program, and appropriate marketing strategies, to promote, attract, retain and expand businesses, and preserve and increase the property tax base and employment opportunities in Westchester County. Responsibilities include assisting with the administration and supervision of staff in the Office of Economic Development and related agencies; development, coordination and implementation of activities, including appropriate marketing strategies; encourage public-private cooperation and coordination; marketing and planning functions; promotion of tourism, international trade, film and video production siting; community development; and special projects and related initiatives as assigned. The incumbent establishes and maintains contact with various government officials, civic and business leaders, builders and developers, and other agencies involved in economic and community development in the County. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Acts for the Director in his/her absence and represents the Director in an official capacity as required on all departmental matters;

Assists in the planning and development of policies, procedures, and programs for the County's community and economic development functions to enhance economic growth and activities in Westchester, and reviews and evaluates their implementation to assess effectiveness;

Assists in the development and implementation of programs to retain, restore and expand the commercial and industrial tax base, facilitating their expansion by keeping them aware of state tax and training incentives for expansions, and technology transfer programs to improve their production techniques to make them competitive;

Plans, develops and implements economic development promotional activities in order to attract new development and industry to the county by various means: phone calls, direct mail, targeted marketing initiatives, trade show participation, site inspections, magazine and journal articles, etc.;

Oversees and/or prepares budgets for economic development programs, setting goals, monitoring performance and providing fiscal oversight as needed;

Identifies state tax, regulatory, tax concessions, energy concessions, and other policies that may affect the retention and location of technology-driven and other businesses in Westchester;

Assists in the development of proposals to fuel long-term growth through enhanced public-private cooperation;

EXAMPLES OF WORK: (Continue.)

Gathers information and prepares reports on sensitive economic development matters and projects for presentation to senior administration;

Coordinates activities of staff and programs to prevent overlapping or duplication of functions and responsibilities;

Consults with local governments and organizations as well as private developers and individuals regarding economic development issues, including land use and property development;

Identifies resources from state, federal and local sources related to job creation, retention and attraction;

May represent the interests of the County of Westchester in local, regional and state organizations, coordinate activities with surrounding counties, and interface with various community and citizen groups in order to obtain and provide feedback and to foster the development of an appropriate business climate, as directed;

May participate in financial negotiations affecting economic development, and may assist in the development of leases, contracts, and loan programs for business firms.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the methods and techniques used in economic and community development, promotional and public relations activities; thorough knowledge of Federal, State and Local laws, policies and regulations as they apply to urban renewal, assisted housing, and economic development; good knowledge of economic, environmental and planning factors related to economic and community development; good knowledge of current Federal and State economic development programs; good knowledge of the business and economic conditions of Westchester County; good knowledge of the employment conditions and trends of the local labor market; knowledge of the general principles, terminology and practices used in municipal, regional or community planning; skill in writing and preparing presentations; ability to communicate effectively, both orally and in writing; ability to conduct verbal presentations, expressing ideas clearly, concisely and in an articulate manner; ability to establish and maintain effective working relationships with business, industrial, and government representatives; ability to supervise a professional staff; initiative; resourcefulness; integrity; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school or equivalency diploma and ten years of experience in economic or community development, planning, economic research, commercial development or business expansion, six years of which must have been at an administrative or managerial level.

SUBSTITUTION: Satisfactory completion of 30 credits* may be substituted on a year for year basis for up to four years of the above stated experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution accredited and recognized by the Board of Regents of the New York State Department of Education as a post secondary degree granting institution.