

DIRECTOR - RESEARCH AND ECONOMIC DEVELOPMENT - PLANNING

GENERAL STATEMENT OF DUTIES: Direct the Economic Research and Development Section of the County Planning Department. This section performs all of the work now done by the Research and Project Planning Sections of the department as well as a number of economic development related functions.

DISTINGUISHING FEATURES OF THE CLASS: Under supervision of the Commissioner of Planning and the Deputy Commissioner, this class is responsible for a variety of research, capital projects planning, and economic development studies, providing data and technical services to this department, other branches of the County government, private firms and the general public. This class is also responsible for technical and staff services in the area of economic development, including staff services to the proposed Westchester County Industrial Development Agency.

EXAMPLES OF WORK: (Illustrative Only)

Administrative responsibility for the professional and support staff. Formulates and directs studies of long-term demographic, economic, housing, taxes, capital programs, and planning for County facilities. Examples of reports on this work are those dealing with Westchester's economy, school taxes and residential development, county residents' recreational preferences, population projections, commercial and public construction surveys;

Formulates and directs short-term studies of cost-benefit aspects of development proposals both by private firms and municipal and County agencies; yearly evaluations of County department capital project proposals;

Public assistance: Provision of information, estimates, and technical assistance to firms, non-profit organizations and private individuals on a wide range of social, economic, demographic, tax and other subjects;

Development assistance: Provision of a wide range of development related technical assistance to firms and municipalities in the areas of demography, economics, marketing data, site location, taxes, etc; staff services to the Westchester County Industrial Development Agency;

Preliminary review of applications, evaluation of applications in terms of county needs and growth policies, preparation of literature and dissemination of information about the Industrial Development Agency and county development goals.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of economics planning, demography and related fields. Ability to organize, supervise and carry out research and planning projects. Ability to apply statistical and other quantitative techniques to analysis of social, economic and other data. Ability to write clearly and interestingly about technical material. Ability to communicate effectively with the public and with other governmental personnel on a wide range of technical subjects. Good judgment and tact.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: (a) Graduation from a recognized college or university with a Doctoral Degree* in economics, public finances, or urban planning and two years of supervisory experience in a planning or economic development agency; or (b) graduation from a recognized college or university with a Master's Degree* in economics, public finances, or urban planning and completion of all course work requirements for a doctoral degree in any one of the above fields, and a minimum of three years of supervisory experience in a planning or economic development agency; or (c) graduation from a recognized college or university with a Master's Degree* in economics, public finance, or urban planning, and four years of supervisory experience in a planning or economic development agency; or (d) an equivalent combination of training and experience.

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