

DIRECTOR OF ECONOMIC DEVELOPMENT

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the County Executive and Deputy County Executive, the incumbent of this class is responsible for the administration and management of the Office of Economic Development. Responsibilities include 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. This includes marketing and planning functions; encouraging public-private cooperation and coordination; promotion of tourism, international trade, and film and video production siting; community development; and special projects and related initiatives as assigned. The incumbent may serve as the Executive Director of the Westchester Industrial Development Agency and as the Executive Director of local development corporation(s) directed at business attraction. In addition, 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. Supervision is exercised over professional and support staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Develops policies, procedures, and programs for the County's community and economic development functions to enhance economic growth and activities in Westchester, consistent with the goals and objectives of the County;

Develops and implements 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;

Directs and monitors program activities, including business attraction, entrepreneurial development, film and video location, tourism and international trade promotion, and project financing;

Supervises and implements activities of the Westchester Industrial Development Agency and the Westchester Economic Development Corporation, reporting to the Board of Director's of each on the implementation of their actions;

Assists new businesses in gaining access to early stage financing, and financing for business modernization, to create a climate that supports entrepreneurial and technological growth;

Facilitates negotiations for economic site plans and job generation plans with industrial firms seeking location, relocation or expansion within Westchester;

Plans and develops 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.;

EXAMPLES OF WORK: (Continued)

Coordinates plans with the public and private sector to develop a comprehensive set of proposals, to fuel long-term growth through enhanced public-private cooperation, that encourages entrepreneurial growth and supports technology-driven businesses;

Provides direction and supervision to staff and establishes and implements internal controls for personnel management;

Presents reports on sensitive economic development matters and projects to senior administration;

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;

Oversees the preparation of budgets for economic development programs, setting goals, monitoring performance and providing fiscal oversight as needed;

Investigates what state tax, regulatory, tax concessions, energy concessions, and other policies affect the retention and location of technology-driven and other businesses in Westchester and makes recommendations on how to improve the climate to spur economic growth;

Represents the interests of the County of Westchester in local, regional and state organizations, coordinates activities with surrounding counties, and interfaces 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;

Participates in financial negotiations affecting economic development, and assist in the development of leases, contracts, and loan programs for business firms;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Comprehensive knowledge of the methods and techniques used in economic and community development, promotional and public relations activities; comprehensive knowledge of Federal, State and Local laws, policies and regulations as they apply to urban renewal, assisted housing, and economic development; thorough knowledge of economic, environmental and planning factors related to economic and community development; thorough knowledge of current Federal and State economic development programs; thorough knowledge of the business and economic conditions of Westchester County; thorough knowledge of the employment conditions and trends of the local labor market; good knowledge of the general principles, terminology and practices used in municipal,

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: (Con't)

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; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; initiative; resourcefulness; integrity; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and 8 years of work experience which involved 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: A Master's Degree* or an advanced level degree may be substituted for two years of the above 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.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

West. Co.
J. C.: Pending Exempt or NC
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Job Class Code: E0757
Job Group: Flat Rate