

## DIRECTOR OF RESEARCH & ECONOMIC DEVELOPMENT

GENERAL STATEMENT OF DUTIES: Directs the Office of Economic Development's business promotion, industrial marketing, services and planning functions; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Executive Assistant to the County Executive, this class is responsible for the conduct and evaluation of studies concerned with the characteristics, resources, problems and other data of commercial tenants and sites to be used for leasing purposes, location, relocation or expansion development plans. The work involves facilitating negotiations for economic site plans and job generation plans with industrial firms seeking location, relocation or expansion within Westchester County. The incumbent also provides staff support to the Westchester County Industrial Development Agency. Supervision is exercised over professional and clerical staff.

### EXAMPLES OF WORK: (Illustrative Only)

Directs the collection and dissemination of information pertaining to demographic trends, population statistics and projections, development patterns and trends, and other data that will be useful to prospective developers, business, labor and industrial groups;

Develops and directs economic development promotional activities in order to attract new development and industry to the County, through the use of letters, newspaper advertisements, magazine and journal articles;

Provides information, estimates and technical assistance to firms, non-profit organizations and private individuals on social, economic, demographic, tax and other related topics;

Formulates and directs the conduct and preparation of studies concerning Westchester's economy, school taxes, residential development, resident recreational preferences, and commercial and public construction, in order to develop long-term planning for economic growth and development;

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

Serves as liaison with Federal, State, County, and local assistance programs, commercial banks and other lending sources, in order to provide information on available resources;

Directs the conduct of feasibility surveys, and analyzes with respect to industrial development ventures;

Addresses various community and citizen groups in order to obtain and provide feedback and to foster the development of an appropriate business climate.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the methods and techniques used in promotional and public relations activities; good knowledge of the business and economic conditions of Westchester County; ability to research, organize and analyze data; ability to write advertising, press releases, articles and promotional materials; ability to effectively communicate both verbally and in writing; ability to conduct verbal presentations in an articulate manner; ability to establish and maintain effective working relationships with business, industrial and local government representatives; ability to plan and supervise a professional staff in conduct and evaluation of social, economic and related studies; initiative; resourcefulness; integrity; thoroughness; good judgment; physical condition commensurate with the demands of the position.

DESIRABLE ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a recognized college or university with a Bachelor's Degree\* and either (A) six years of experience in economics, economic research, marketing, sales management, chamber of commerce work or related civic activities, real estate, public relations, advertising, or planning; or (B) satisfactory completion of 30 credits toward a Master's Degree\* or other post graduate degree may be substituted for each year of the above stated required experience; or (C) an equivalent combination of the foregoing training and experience.

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