

PROGRAM SPECIALIST (ECONOMIC DEVELOPMENT)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class participates in efforts to enhance the understanding and support of community, business and labor groups within the area served in order to attract industry in locating to the County and promote the expansion of existing industries. Incumbents have substantive and sensitive contact with key individuals in public, private and community organizations and agencies. Supervision is not a regular responsibility of this position. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Surveys and analyzes the needs of business firms interested in moving or expanding in Westchester County;

Develops contacts with local public officials, chambers of commerce, banks, real estate brokers and investors to assist in the progress of economic development;

Performs liaison work between the Office of Economic Development and interested public and private agencies and community groups for the purpose of achieving a coordinated approach to economic and community development activities;

Assists in the development of promotional and media presentations, advertisements, booklets and other informational material on the advantages of locating commercial enterprises in Westchester County to be presented to business, labor and community groups;

May oversee the work of support personnel in the implementation of program objectives;

Conducts research and planning for program development within area of assignment.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Knowledge of the methods and techniques used in promotional and public relations; familiarity with the business and economic conditions of the metropolitan New York area and in particular Westchester County; ability to establish and maintain effective business relationships with a wide variety of people in private and public positions of influence; ability to communicate effectively both orally and in writing; good judgment; tact; courtesy; thoroughness; dependability; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* in Business Administration, Public Administration, Economics, Finance, Industrial Relations, Marketing, Accounting or Planning and three years experience in business or public administration involving marketing, market or economic research or development, or public relations, one of which involved Westchester County.

SUBSTITUTION: Satisfactory completion of 30* credits* toward a Masters Degree* in Business Administration or Public Administration may be substituted for the required experience at the rate of thirty credits per year of 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.

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Job Class Code: C2297
Job Group: X