

## STAFF ASSISTANT (ECONOMIC DEVELOPMENT)

GENERAL STATEMENT OF DUTIES: Provides staff support in the Westchester County Office of Economic Development; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Director of Commerce and Economic Development, an incumbent of this position executes various staff functions in support of program development and implementation such as research, planning, record keeping and promotional activities designed to attract and enable private industries to locate or do business within the County as well as the promotion or expansion of existing industries. The Office of Commerce and Economic Development function is part of the County Executive's Office. Supervision is not a responsibility of this position.

### EXAMPLES OF WORK: (Illustrative Only)

Researches and compiles materials to promote Westchester County both for economic development and tourism;

Assists in the preparation of charts, promotional material and statistical data designed to market, promote and provide information about Westchester County;

Works with firms interested in doing business in Westchester County, providing them with information on available sites, housing, employment, market trends and acting as liaison with real estate agents and developers;

Coordinates office activities with the business community, labor unions, local governments, and state agencies;

Assembles information and displays for exhibits and trade conferences.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Knowledge of the fundamentals of administration and administrative procedures; familiarity with the business and economic conditions of the metropolitan New York area and in particular Westchester County; ability to implement varied administrative support functions; ability to maintain effective working relationships with a wide variety of persons; 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: Either (a) Graduation from a recognized college or university with a Bachelor's Degree\* and one year experience in business or public administration including marketing, market or economic research or development or public relations; or (b) satisfactory completion of 30 credits of post graduate education toward a Master's Degree\* in Business Administration or Public Administration may be substituted for the one year of the above stated required 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 Department of Education as a post-secondary, degree-granting institution.