



Human Resource Department

26 Church Street
Lyons, New York 14489

JOB ANNOUNCEMENT – PLEASE POST

2019-51

TITLE: DEPUTY DIRECTOR OF ECONOMIC DEVELOPMENT AND PLANNING

Salary: \$67,335 (depending on experience)
Excellent Benefits

Location: Wayne County Economic Development and Planning

Applications Accepted: until position is filled

Applications are being accepted for the position of Deputy Director of Economic Development and Planning, within the Economic Development & Planning Department, at Wayne County Human Resources, 26 Church Street, Lyons, NY 14489. This position will be filled **provisionally** pending civil service examination at a later date.

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position that manages and supervises portions of the Economic Development and Planning Department, under the supervision of the Director. The incumbent applies business and economic principles and practices to attract new businesses and industry, retain and expand existing businesses, increase employment opportunities and serve business needs. The duties are performed with exercise of judgment within the confines of applicable state and federal laws, as well as generally acceptable practices of the planning and economic development professions. Work is performed under the general direction of the Director of Economic Development and Planning in accordance with established policies and procedures with leeway allowed for the exercise of independent judgment in carrying out the details of the work. May supervise professional and support staff. Assists the Director in the administration and supervision of planning related functions of the Department including, but not limited to land use planning, water resource planning, comprehensive plans and infrastructure. These services are provided to the County, its municipalities and other community groups. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Assists the Director in developing and implementing marketing plans and strategies;
- May direct or support the activities of the Industrial Development Agency (IDA), the Wayne Economic Development Corporation, including the preparation of reports, receipt of applications for consideration, and related activities;
- Assists the Director in the administration and supervision of the Planning Department and its staff with such projects and activities as: land use planning, comprehensive plans, water resources planning, environmental initiatives, zoning, infrastructure planning and development, transportation and logistics projects, community development, preparation of grant applications, and a wide range of other technical assistance to the County and its municipalities;
- Guides and assists in preparation of feasibility studies and statistical analysis for planning reports, including supervision of consultant documents.
- Participates in regional, state and federal planning activities/efforts, including review of new planning and environmental legislation (e.g. National Flood Insurance Program changes, sustainability planning).
- Assists with the planning and implementation of local community development activities (e.g. downtown revitalization).
- Assists the Director in preparation of proposed and final budgets for the Department, affiliated organizations (e.g. IDA) and specific local projects.
- Coordinates with the Director on administration of the Business Retention and Expansion (BR&E) Program;
- Prepares financing and incentive packages for expanding companies;
- Accepts and reviews loan applications, underwrite and make recommendations to IDA Board;
- Assist the Director in supervising consultants retained for specialized studies or projects;
- Recommends economic development projects for consideration by the Director and respective organizations (e.g. IDA, Board of Supervisors, etc.);
- Insures that the IDA and other County development organizations conform to State and Federal laws, obligations and requirements;
- Assists the Director and the Department in remaining current on new funding and incentive programs, as well as general economic development programs and practices;

- Works with the Director to assess infrastructure needs in the County, recommend solutions to resolve them and implement projects;
- Assists the Director and the Department in applying for grant and loan funds to accomplish the mission of the Department;
- Monitors existing businesses and collects data on their needs and plans;
- Assists the Director in working with other economic development, planning and related organizations;
- Acts as Compliance Officer to ensure that the department and the IDA act in accordance with all existing State and Federal regulations such as the NYS Public Authorities Accountability Act of 2005 and the Public Authority Reform Act of 2009.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Thorough understanding of County goals and objectives for planning, economic development, funding and incentive sources, and application procedures;

Knowledge of the principles, practices and methods of economic development, as well as municipal and regional planning, land use and zoning;

Knowledge of business practices and financial principles;

Ability to analyze and understand financial statements;

Ability to organize, plan, coordinate all activities related to grant applications;

Ability to coordinate Department goals, objectives, and work in progress with the IDA and related local economic development corporations;

Ability to represent the County as assigned.

MINIMUM QUALIFICATIONS:

- A. Graduation from a New York State registered or regionally accredited university with a Master's Degree in Business or Public Administration, or a closely related field and two (2) years of paid full time experience in economic development, one year of which must have been in a responsible supervisory or administrative capacity; Or
- B. Graduation from a New York State registered or regionally accredited university with a Bachelor's Degree in Business or Public Administration, or a closely related field and four (4) years of paid full time experience as described in A above; Or
- C. Graduation from a New York State registered or regionally accredited university with a Bachelor's Degree and seven (7) years of paid full time experience as described in A above; Or
- D. Any equivalent combination of training and experience as indicated in "a", "b", and "c" above.

Adopted: 12/17/13

Revised: 8/14/2019