

DIRECTOR OF ECONOMIC DEVELOPMENT
(TOWN OF VICTOR)

DISTINGUISHING FEATURES OF THE CLASS: Working closely with the Town Board; develops and is responsible for the implementation and maintenance of the Town's Economic Development program. This position is responsible for implementing an ongoing business retention and recruitment/expansion program by conducting regular visits to businesses and organizations essential to economic growth. Primary responsibility for attracting industries, determining locations, and assisting existing industries with expansion. Will work with public and private economic development oriented organizations and develop cooperative working relationships. Works to develop structuring of development projects. Ability to effectively administer program and produce measurable results is a prerequisite. Duties performed under general supervision with leeway from the Town Supervisor. Supervises subordinate professional and clerical personnel as applicable. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

In consultation with the Town Board, manages economic development initiatives to achieve the goals and objectives outlined in the Economic Development Strategic Plan;

In consultation with the Town Board, provides assistance in the development of short and long term economic development plans, as well as the gathering of information and preparation of studies, reports, and recommendations to achieve such goals;

In consultation with the Town Board, develops economic development program policies and management systems, including assembly of economic program related data, long range investment strategies, growth management policies, business development, and sustainable economic growth. Keeps abreast of new economic trends to provide effective input to the planning/development process relative to changing requirements of the local, regional, and national economy;

Provides professional economic development advice, assists in the application and permit process, and serves as an advocate for economic development in line with the strategic plan and the Town's comprehensive plan;

Works closely with the LDC advisory council to identify areas of concern in the promotion of business location and expansion within the Town;

Implements a business retention and expansion program by conducting regular visits to local businesses and organizations essential to the economic growth in the Town to understand the obstacles and opportunities facing those enterprises and develop responses to assist them;

Formulates and implements marketing and business attraction strategies;

Maintains liaisons with various county, state and federal agencies, i.e., Finger Lakes Regional Economic Development Council, County Office of Economic Development, Empire State Development;

Maintains strong working relationships with general public, area businesses, media and property owners;

Establishes and maintains a listing of existing inventory of available space. This will include both buildings and land for development. Promotes the redevelopment of existing sites;

Attends professional development workshops and conferences in the area of economic development.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the policies, procedures and objectives of business, community and economic development; thorough knowledge of government grant program administration and regulations; thorough knowledge of the methods and techniques used in public relations and promotion activities; thorough knowledge of the geography of the town; working knowledge of governmental operations, laws and related rules; ability to express ideas clearly and concisely, both orally and in writing; ability to develop imaginative and practical approaches in promoting economic development; ability to establish and enhance rapport with business and industrial representatives; ability to establish and maintain an effective working relationship between prospects, business officials, and the public; ability to exercise independent sound judgment; ingenuity; tact; courtesy; initiative; physical condition commensurate with the demands of the position

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MINIMUM QUALIFICATIONS:

1. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Business, Communications, Economics, Journalism, or closely related field and four (4) years of full time paid experience in economic development.

APPROVED:

CIVIL SERVICE CLASSIFICATION: Pending NYS Civil Service J/C

