

(Ontario County spec, not currently being used)

ECONOMIC DEVELOPMENT PROGRAM SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for implementing and monitoring various community service, construction, economic development and planning projects. It also involves assisting in project design, budget administration and related administrative responsibilities. Supervision of others is not a responsibility of this position. The employee receives general supervision from the Director. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Markets and administers various grant programs received by the Department of Planning and Development;  
 Maintains financial records;  
 Assists in the design of new projects and participates in new program initiatives;  
 Assists in the preparation of annual budget and statistical reports to government agencies;  
 Prepares written materials such as correspondence, status reports, financial charts and graphs, etc;  
 Prepares legal contract agreements and reviews technical information, such as construction bid documents;  
 Performs eligibility analysis and assists in the environmental review process for specific projects, in accordance with government grant regulations;  
 Attends meetings and presents program objectives and requirements to subgrantees;  
 Responds to subgrantees' informational requests on specific projects;  
 Reviews and processes payments for specific projects;  
 Performs project inspections to ensure program compliance;  
 Maintains related financial records;  
 Performs various administrative and clerical activities in support of the program.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the policies, procedures and objectives of the Department of Planning and Economic Development; good knowledge of government grant program administration and regulations; working knowledge of account keeping and budget control; record keeping skills; organizational skill; analytical ability; ability to compose written reports, correspondence, and contract agreement; ability to research, analyze and place statistical information onto charts and graphs; ability to interpret technical construction specifications and perform related site inspections; ability to inspect projects for program compliance; ability to communicate effectively with the public; ability to establish and maintain effective professional relationships; good judgment; physical condition commensurate with the demands of the position.

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MINIMUM QUALIFICATIONS: Either:

1. Graduation from a regionally accredited or New York State registered college or university with a Master's Degree and one (1) year of experience in the preparation of grant applications, analysis of fiscal programs OR the administration of Federal or State funded programs or projects; OR
2. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree and two (2) years of experience as noted in (1) above; OR
3. High school graduation or possession of a high school equivalency diploma and five (5) years experience as noted in (1) above; OR
4. An equivalent combination of training and experience as set by the limits of (1), (2), and (3) above.

APPROVED: JULY 17, 2000

CIVIL SERVICE CLASSIFICATION: COMPETITIVE