

Jurisdictional Class: Non-Competitive for Oneida County Government Only  
EEO Category: Officials & Administrators  
Revised: 04/08/2020

## **DIRECTOR OF ECONOMIC DEVELOPMENT**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a professional and administrative position involving confidentiality and trust in the initiating, planning and directing of economic development programs for the enhancement of Oneida County. The work involves the development of both future and current plans for Oneida County's growth as well as the development of programs and policies with regional agencies, developers, and builders to review feasibility of proposed projects working towards business retention and County growth. The work involves coordinating planning activities with the activities of the Federal and State governments, towns, cities, villages, and regional agencies. The incumbent acts as the representative of the County Executive in contacts with other public bodies, private interests and civic groups with respect to the best economic development of the County. Work is performed under the general direction of the County Executive with wide latitude for independent judgement in carrying out the details of the work. Supervision may be exercised over subordinate employees. The incumbent performs related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Represents the County Executive in contacts with other public bodies, private interests and civic groups with respect to activities involved in developing the County's economic growth;

Recommends, establishes and implements policies, programs and procedures related to economic development and the retention, expansion, attraction and growth of businesses and industries in Oneida County;

Administers and manages grant awards and grant projects, including project development, consultant procurement and management, and grant reporting;

Performs a variety of administrative activities including program planning and fiscal management;

Provides professional advice and assistance to local municipalities and various other groups and agencies regarding the general planning and economic development of the County;

Coordinates economic development activities with government and regional agencies;

Delivers speeches and prepares releases concerning economic development activities;

Reviews plans and specifications for compliance with County policy and sound planning activities;

Keeps records and makes reports concerning planning activities;

Keeps abreast of professional developments in the field of planning.

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

Comprehensive knowledge of Federal, State and local laws, policies, and regulations as they apply to economic development; thorough knowledge of the principles and methods of community and economic development, and business and financial practices; thorough knowledge of modern management principles, practices, and techniques; good knowledge of federal and state aid or grant programs in the area of community and economic development; ability to manage and administer complex programs and project implementation; ability to prepare and present clear, concise and accurate written and oral records, reports, correspondence and speeches;

continued...

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS (cont'd):**

ability to establish and maintain effective working relationships with agencies; ability to plan, organize and facilitate public meetings; ability to follow complex oral and written instructions; ability to work independently; ability to direct, coordinate and supervise the work of subordinate personnel; sound professional judgement; initiative; resourcefulness.

**MINIMUM QUALIFICATION:** Graduation from a regionally accredited New York State registered college or university with a Bachelor's Degree **AND** four (4) years of full-time administrative or managerial experience in economic or community development, business development, or commercial development; two (2) years of which must have been in a supervisory or administrative capacity.

**SPECIAL REQUIREMENT:** Possession of a valid New York State driver's license at time of appointment. License must remain valid throughout appointment.

Adopted: 07/17/2017  
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