

Greene County Economic Development, Tourism & Planning Job Announcement – Director of Economic Development

\$70,907.00 annually

This is an important professional management position within the Department of Economic Development, Tourism and Planning. The incumbent in this position provides professional services to the County and serves as a liaison to local communities, businesses, organizations and elected officials, with emphasis on economic and community development disciplines. The incumbent serves as the Executive Director, as appointed by the Greene County Legislature, of the Greene County Economic Development Corporation. The incumbent also works to implement programs and projects that join the County's economic and community development efforts with public and private entities at the local, regional and state levels. Work is carried out in accordance with accepted professional economic development practices and standards within the operational guidelines of the Department. The work is performed under the direct supervision of the Deputy County Administrator with wide leeway allowed for the use of independent judgment in the performance of job duties and tasks. Supervision is exercised over the work of professional and non-professional employees as well as the work of outside consultants. Does related work as required.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below are illustrative only and, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

- Plans, creates, develops, and implements a variety of economic and community development priorities, programs, projects and activities to further the retention and expansion of jobs, the creation of wealth, and improvements to quality of life, and ensures that they are performed within the operational guidelines of the Department;
- Oversight and responsibility for the economic development interests of the County in activities, such as retention and expansion of businesses; small business and entrepreneurial growth; downtown development; microenterprise program; and capital and infrastructure development;
- Works closely with the County's Director of Business Marketing in the delivery of the County's business attraction and consumer advertising and marketing campaign (Buy and Invest in Greene);
- Oversight, as the appointed Executive Director, of the Greene County Economic Development Corporation, which is responsible for undertaking community and economic development activities within Greene County, including administration and operation of the County's Housing and Urban Development (HUD) administered Community Development Block Program (CDBG) and Revolving Loan Fund (Quantum Fund), working closely with the department's Business Manager in the financial management of the Corporation and all federal and state reporting requirements;
- Directs and coordinates economic and community development projects between the County, the Greene County Economic Development Corporation, and the County's Industrial Development Agency;
- Participates in the Capital Region Economic Development Council as the lead economic development entity for the County and local units of government;
- Oversight for all working relationships with other agencies, outside consultants, regulatory authorities, and interested parties;
- Meets with businesses, appointed and elected officials, not-for-profit agencies, chambers of commerce, foundations, and planning boards where potential county projects are planned and to advance the economic and community development projects of the County;
- Provides ongoing personal contact with industry, business and governmental officials, including active participation in chambers of commerce, and business development organizations;
- Attends conferences, seminars, as well as local and regional association meetings, to fulfill the County's economic and community development goals.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma **AND**:

- A. Possession of a Master's Degree from a regionally accredited college or university or one accredited by New York State Board of Regents to grant degrees in Economic Development, Business Administration, Community Development, Real Estate, Finance, Planning or closely related field **and** three (3) years of related professional work experience in a municipal economic development office, industrial development agency, not-for-profit local development corporation, or development foundation;

OR

- B. Graduation from a regionally accredited college or university or one accredited by New York State Board of Regents to grant degrees to grant degrees with a Bachelor's Degree in Economic Development, Business Administration, Community Development, Real Estate, Finance, Planning or closely related field **and** four (4) years related professional work experience in a municipal economic development office, industrial development agency, not-for-profit local development corporation, or development foundation;

OR

- C. An equivalent combination of training and experience.

SPECIAL REQUIREMENT: Must have and maintain a valid New York State driver's license with access to transportation to meet travel requirements involving travel to parts of the county and state and occasional travel out-of-state.

Submission of a Greene County employment application is required that shows you meet the minimum qualifications for this position. You are responsible for an accurate and clear description of your experience. **You may include a resume but do not substitute a resume.**

Applications can be obtained at:

<https://www.greeneconomy.com/wp-content/uploads/2019/07/GC-HR-EMPLOYMENT-APPLICATION-WITH-CONSENT-RELEASE-FORM-2019.pdf>

Qualified candidates should submit applications to the Greene County Human Resources Department, 411 Main Street, Catskill, NY 12414 or hr@discovergreene.com

NOTE: Applicants or those eligible for original appointment to positions in the classified service in Greene County Government that receive a conditional offer of employment must successfully pass a drug screen and back ground check.