

# Greene County Economic Development, Tourism, & Planning Job Announcement – ECONOMIC DEVELOPMENT SPECIALIST

Salary Range: \$65,000 - \$70,000 per year

***This is a full-time, provisional appointment contingent upon Civil Service examination.***

This is a professional position in the development and administration of economic development programs and activities within the Department of Economic Development, Tourism, and Planning. This position will assist in the development of programs, activities, and research in preparation of development reports, including: strategic economic development plans, business sector analysis, infrastructure development, workforce, housing, public transportation, and tourism. This position will assist with programs and projects in support of new business development and the expansion of existing businesses and industries within the county. This position will also provide support for the operation of the county's revolving loan fund. The work involves personal contact with county departments and officials, businesses, private financial institutions and a variety of public and private agencies and officials. The work requires a high level of discretion in dealing with confidential information. The work is performed under the general direction of the Director of Economic Development. Supervision may be exercised over subordinate support staff. Does related work as required.

**REQUIRED KNOWLEDGES, SKILLS, ABILITIES AND SPECIAL CHARACTERISTICS:** Good knowledge of federal and state economic development programs; Good knowledge of the preparation and use of statistical and research concepts and methods; Ability to conduct technical economic development activities, including research, analysis, and writing comprehensive studies and reports; Ability to prepare cost estimates, grant applications, and loan packages; Ability to make clear and concise verbal and graphic presentations; Ability to act as liaison between financial and government institutions and business/industry representatives; Ability to read and interpret complex written and financial materials; Ability to develop and maintain cooperative working relationships with prospective clients, business officials, and the public; Ability to work independently; Ability to exercise discretion and sound professional judgment; Proficiency in Microsoft Office Suite; Physical condition commensurate with the demands of the position.

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

- A. Possession of a Master's Degree in Business, Community Development, Finance, Economics, Planning, Public Administration, or closely related field and one (1) year of related professional work experience in Economic Development;
- OR
- B. Possession of a Bachelor's Degree in Business, Community Development, Finance, Economics, Planning, Public Administration, or closely related field and two (2) years of related professional work experience in Economic Development;
- OR
- C. An equivalent combination of training and experience.

**NOTE:** Your degree must have been awarded by a college or university accredited by a regional, national or specialized agency recognized as an accrediting agency by the U.S. Department of Education/US Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

**SPECIAL REQUIREMENTS:** Must possess 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 the examination 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 employment applications to the Greene County Human Resource Department, 411 Main Street, Catskill, NY 12414 or [hr@discovergreene.com](mailto: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 or face disqualification.