

# Greene County Economic Development, Tourism, and Planning Job Announcement: Project Manager

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**Salary: \$67,995/year**

This position is a professional management position within the Economic Development, Tourism & Planning Department. The incumbent will provide services to the County in the functional areas of planning, transportation, agriculture, infrastructure, capital facility planning, and business. The position will be assigned project-based tasks and programs, in both leading and supporting roles, involving interaction with public officials, businesses, residents, and both professional and civic organizations. Work is performed under the direct supervision of the Department Head with the Director of Economic Development providing direct supervision within the operational guidelines of the department. Considerable leeway is permitted for the use of independent judgment in the performance of job duties and tasks. Does related work as assigned and required.

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

Good knowledge of the principles and practices in one or more of the following disciplines: planning, transportation management, capital facilities management, or grant writing and administration; Ability to prepare and conduct professional, complex and technical services; Ability to make clear and concise verbal and graphic presentations; Ability to work independently, exercise professional judgment, and maintain cooperative relationships with stakeholders; Ability to exercise discretion and sound professional judgement; Ability to plan, organize, direct, and review the work of others; Ability to proficiently utilize Microsoft Office Suite and ability to use other computer applications for work assignments; Tact and courtesy; Physical condition commensurate with the demands of the position.

## **MINIMUM QUALIFICATIONS: EITHER:**

- A. Possession of a Master's Degree in Planning, Community Development, Agriculture and Life Sciences, Public Administration, Business, Construction Management, Logistics, Real Estate Development, Data Analytics, Communications, or closely related field **and** one (1) year of related professional work experience;

**OR**

- B. Possession of a Bachelor's Degree in Planning, Community Development, Agriculture and Life Sciences, Public Administration, Business, Construction Management, Logistics, Real Estate Development, Data Analytics, Communications, or closely related field **and** two (2) years of related professional work experience.

**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 REQUIREMENT:** Possession of a valid New York State Driver's License is required at the time of appointment and must be maintained throughout employment. Must have access to transportation to meet travel requirements within the county and state, as well as occasional out-of-state travel. Operation of a motor vehicle to reach remote field and site locations will be required.

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@greencountyny.gov](mailto:hr@greencountyny.gov).

**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 background check and drug screen.