

DEPUTY DIRECTOR
SOUTHERN TIER EAST REGIONAL PLANNING DEVELOPMENT BOARD

DISTINGUISHING FEATURES OF THE CLASS: This is a professional administrative position assisting the Director Southern Tier East Regional Planning Development Board in the administrative, programmatic, and operational management of the Regional Planning Development Board's day-to-day activities and functions. The position supports the organization's role as a multi-county regional planning and economic development organization, Local Development District (LDD) for the Appalachian Regional Commission (ARC), and the Economic Development District (EDD) for the U.S. Economic Development Administration (EDA). The incumbent works closely with the Director, Regional Board members, county planning and economic development officials, federal and state agencies, municipalities, non-profit organizations, educational institutions, workforce organizations, and private-sector partners to advance regional priorities and implement programs that improve economic opportunity, infrastructure, workforce capacity, community resilience, and quality of life throughout the multi-county regions. In the absence of the Director, the incumbent will assume the duties and responsibilities of the Director. Supervision is exercised over professional and clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists the Director with the overall administration, management, strategic direction, and day-to-day operations of the organization;

Serves as a principal advisor to the Director on organizational, programmatic, administrative, and regional development matters;

Supports implementation of the Regional Board's strategic plan, annual work program, organizational priorities, and external relationships;

Assists in preparing reports, presentations, recommendations, policies, work plans, budgets, and other materials for the Director and the Regional Board;

Coordinates and provides technical leadership for regional planning, economic development, community development, infrastructure, workforce development, resiliency, and other multi-county initiatives;

Coordinates regional project development activities and assists applicants and local partners in preparing competitive funding proposals;

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Supports compliance with federal and state grant requirements;
Monitors federal and state funding opportunities, policy changes, regulations, and program priorities that may affect the region and advises the Director and Regional Board accordingly;
Provides supervision, guidance, mentorship, and oversight of staff;
Promotes collaboration among staff working across different program areas;
Assists the Director with personnel management, performance evaluation, professional development, recruitment, and workforce planning;
Reviews proposed projects for consistency with regional priorities, available funding programs, federal and state requirements, and established economic and community development objectives;
Develops and maintains effective working relationships with county elected officials, municipal leaders, and business representatives;
Serves as a liaison among local governments, regional organizations, state agencies, federal partners, and other stakeholders on matters affecting regional development;
Oversees and/or coordinates research necessary to identify emerging regional challenges, opportunities, trends, and investment priorities;
Identifies emerging regional needs and opportunities and assists in developing innovative programs, partnerships, and funding strategies to address them.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices of regional planning;
Good knowledge of public budgeting, underwriting, and funding management;
Good knowledge of accepted practices involved in dealing with Federal and State agencies for grants-in-aid and cooperative efforts;
Good knowledge of methods used to translate long-term economic development goals into actionable local projects;
Good knowledge of local government compliance and procurement frameworks;

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Ability to establish and maintain good working relationships with others;
Ability to assist in the direction of a multi-purpose planning staff;
Ability to execute studies of specific planning projects;
Ability to present oral and written comments and opinions clearly and concisely;
Ability to secure the cooperation of others;
Ability to plan and supervise the work of others;
Ability to assist in the development and maintenance of an annual budget;
Ability to exercise discretion and sound judgment;
Ability to deal effectively with Federal and State agencies, as well as the public;
Resourcefulness; Initiative; Integrity; Courtesy; Tact.

MINIMUM QUALIFICATIONS:

A) Possession of a Master's degree in planning, architecture, environmental science, engineering, geography, public administration, social science or closely related field and three years' experience in state, regional or local planning; OR

B) Possession of a Bachelor's degree in planning, architecture, environmental science, engineering, geography, public administration, social science or closely related field and five years' experience in state, regional or local planning.

NOTE: Your degree must have been awarded by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of education. If your degree was awarded by an educational institution outside of 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 <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.