

ECONOMIC DEVELOPMENT PLANNER

DISTINGUISHING FEATURES OF THE CLASS: This is a professional level planning position under the general supervision of the Commissioner of Planning and Economic Development. The incumbent works primarily with the Director of Economic Development, providing technical assistance, information gathering, research and problem-solving designed to facilitate the preparation and implementation of County economic development plans and programs. An employee in this class is responsible for the identification of sources of grant monies and assisting in the preparation of grant applications and the administration of successful grant requests. Wide leeway is allowed for the use of independent judgment in the performance of all phases of work. Performs related duties as required.

TYPICAL WORK ACTIVITIES:

Conducts research and analysis designed to provide background information to the Director of Economic Development and the Commissioner of Planning on key topics and issues related to economic development;

Collects and analyzes statistical data essential to economic development planning studies and works with consultants that may be retained to conduct such studies;

Gathers information about businesses in the region and maintains a directory thereof;

Interacts with agencies actively involved with economic development on a federal, state and/or local level;

Assists in the identification of properties and buildings available for development and works with the County's GIS Administrator to maintain an up-to-date inventory;

Identifies, writes, administers and monitors grants related to economic development;

Assists in the preparation of bulletins, applications, training materials and other written materials;

May serve on committees as necessary.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the purposes, principles, practices, methods and terminology used in economic development planning;

Thorough knowledge of techniques used to gather data for statistical analysis, reports and/or discussion;
Good knowledge of grant sources and programs available to the County;
Good knowledge of the economic and development needs of the County;
Good knowledge of basic research methods and techniques;
Skill in grant search, application preparation and grant administration;
Ability to communicate effectively with others;
Ability to relate and work with area economic development agencies, financial institutions, business and industry;
Ability to understand complex oral and written directions;
Ability to prepare difficult economic development reports/studies and to formulate substantive recommendations as a result of the studies;

MINIMUM QUALIFICATIONS: Possession of a Bachelor's degree in business, economics, marketing, planning, public administration or a closely related field and three years of experience in public administration, business administration, planning, public relations, finance, grant writing or closely related field.

NOTE: Education beyond the Bachelor's degree in the fields indicated can be substituted on a year-for-year basis.

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.