



DUTCHESS COUNTY CLASS SPECIFICATION

Director of Economic Development (County)

DATE ADOPTED: 9/2/2026

LAST REVISION: N/A

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DISTINGUISHING FEATURES OF THE CLASS:

This is a key administrative position involving responsibility for providing leadership and managing the County's responsibilities as they relate to strategic planning and policies to stimulate interest in the County for economic development opportunities as well as business retention. The Director performs a range of professional, administrative and managerial duties related to supporting the Dutchess County Economic Development Corporation and the Dutchess County Industrial Development Agency as they relate to County economic development. The Director will chair the *Economic Development Advisory Committee*. The Director is responsible for advancing the County Executive's economic development policies and vision, developing and maintaining positive relationships with business and facilitating communications which support business and industry. The Director acts as a sounding board for the County Executive and Commissioner of Planning & Development on a range of issues, including organizational strategy and design, and County economic development priorities. General direction is received from the Commissioner of Planning & Development and from the County Executive with respect to economic development issues. Travel in the course of a workday may be required. Assignments outside of normal working hours may be given. Supervision is not generally a requirement of this position, although the incumbent may be responsible for leading and directing the work of others on special projects.

TYPICAL WORK ACTIVITIES:

Typical work activities for incumbents in this title include those listed below in addition to those work activities performed by lower-level titles. They are indicative of the level and types of activities performed by incumbents in this title. They are not meant to be all inclusive and do not preclude a supervisor from assigning activities not listed which could be reasonably expected to be performed by an employee in this title.

1. Manages County government's priorities as they relate to economic development;
2. Provides leadership, direction and vision for strategic planning, policy development and communications as they relate to economic development;
3. Acts as representative of the Executive Branch of County Government in contacts with other public bodies, private interests and civic groups to promote and facilitate economic development in the County;
4. Acts as primary liaison to the County Executive, working with executive staff on various issues including policy, communications and intergovernmental issues as they relate to economic development;
5. Liaison with the Dutchess County Water and Wastewater Authority;
6. Acts as primary liaison for County Government to other state and local economic development departments, corporations, agencies and authorities for issues relating to economic development in Dutchess County;
7. Attends meetings and hearings and coordinates with other County, Federal and State officials and agencies concerning economic development issues;



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TYPICAL WORK ACTIVITIES: (Cont'd)

8. Meets with the public, developers and contractors, works with municipal planning and zoning boards to provide technical assistance and recommendations related to economic development and to facilitate the interpretation of information contained in the County's general plan and code;
9. Conducts public meetings and hearings as needed to solicit public response, explain policies and project options;
10. Educates the public through media, reports, public meetings and presentations regarding general County economic development policy as well as specific projects;
11. Collects, manages and analyzes data and creates reports in support of the Dutchess County Economic Development Corporation and the Dutchess County Industrial Development Agency;
12. Conducts industry research, provides technical assistance, collects and analyzes data and provides forecasts to enhance Dutchess County's impact on location decisions, policy discussions and the viability of economic development projects;
13. Develops, organizes and facilitates ongoing comprehensive planning processes and procedures to meet current and long-range needs and to reach goals in the County's general plan relative to economic development;
14. Assists the Commissioner of Planning & Development in carrying out all major projects and operations of the department related to economic development.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the fundamentals, modern principles, and practices of community and economic development within New York State, including state and federal economic development, programs, grants and financing;

Knowledge of planning and zoning concepts related to economic development;

Knowledge of business and economic development financing;

Knowledge of government budgeting procedures, marketing techniques and economic development incentives;

Knowledge of the organization and functions of local governments in New York State in order to effectively provide and obtain information and assistance from local agencies;

Ability to gather, assemble and evaluate data and arrive at a sound logical conclusion;

Ability to prepare accurate and concise reports;

Ability to establish and maintain effective and harmonious working relationships with governmental entities, business and industry, and the general public;

Ability to meet and deal effectively with elected and appointed officials, regulatory officials and the public to explain and defend County and departmental positions;

Ability to communicate effectively and clearly both orally and in writing;

Personal characteristics necessary to perform the duties of the position, including confidentiality, initiative and resourcefulness; good powers of observation, perception and analysis; tact, courtesy;

Physical condition commensurate with the demands of the position.



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MINIMUM QUALIFICATIONS:

- EITHER: (A) A Master's degree in business administration, economic development, urban or regional planning, public administration, political science, municipal government, economics, or closely-related field AND four (4) years administrative or managerial experience in city, county or regional planning and economic development.
- OR: (B) A Bachelor's degree in business administration, economic development, urban or regional planning, public administration, political science, municipal government, economics, or closely-related field AND five (5) years administrative or managerial experience in city, county or regional planning and economic development.
- OR: (C) An equivalent combination of education, training and experience between the limits of (A) and (B) above.

NOTE: Your degree or college credit 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/U.S. Secretary of Education.

SPECIAL REQUIREMENT:

Possession of a valid Driver's License to operate a motor vehicle in New York State at time of application and to maintain the position.

COUNTY USE ONLY:

BARGAINING UNIT: Non-Union	JURISDICTIONAL CLASSIFICATION: Non-Competitive (Policy Influencing)* *PJC (pending jurisdictional classification)
GRADE: MH	FLSA Code: Not Eligible (N/A)
REVISION HISTORY: 9/2/2026	