

DEPUTY COMMISSIONER FOR STRATEGIC PLANNING AND ECONOMIC DEVELOPMENT

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 Deputy Commissioner 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 Deputy Commissioner will take the lead in establishing and chairing an *Economic Cabinet* of the County's senior management team 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 Deputy Commissioner acts as a sounding board for the County Executive and Commissioner of Planning and 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 and 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.

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. Oversees the County's public authorities and economic assets including, but not limited to, the Dutchess County Resource Recovery Agency and 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;

**DEPUTY COMMISSIONER FOR STRATEGIC PLANNING AND ECONOMIC
DEVELOPMENT** (Cont'd)

TYPICAL WORK ACTIVITIES: (Cont'd)

7. Attends meetings and hearings and coordinates with other County, Federal and State officials and agencies concerning economic development issues;
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 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 in carrying out all major projects and operations of the department.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of modern principles and practices of planning and economic development, including urban and rural economic development, redevelopment and downtown development including administration and management;

Knowledge of business and economic development financing;

Knowledge of 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;

Knowledge of modern management supervisory principles, practices and techniques;

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;

Physical condition commensurate with the demands of the position

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DEVELOPMENT** (Cont'd)

RECOMMENDED TRAINING AND EXPERIENCE:

- EITHER: (A) Graduation from a regionally accredited or New York State recognized college or university with a Master's degree in urban or regional Planning, public administration, political science, municipal government, economics, environmental studies, or closely-related field AND Four (4) years administrative and supervisory experience in city, county or regional planning and economic development.
- OR: (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in urban or regional Planning, public administration, political science, municipal government, economics, environmental studies, or closely-related field AND Five (5) years administrative and supervisory experience in city, county or regional planning and economic development.

SPECIAL REQUIREMENT:

Possession of a New York State Driver's License at time of appointment.

ADOPTED: 01/17/12