

DIRECTOR OF ECONOMIC DEVELOPMENT

DISTINGUISHING FEATURES OF THE CLASS:

This is an administrative position involving responsibility for providing leadership as they relate to strategic planning and policies to stimulate interest in the Town for economic development opportunities as well as business retention. The Director performs a range of professional and administrative duties to support the Economic Development Committee. The Director will take the lead in establishing the Town's economic development policies and vision, developing and maintaining positive relationships with businesses and facilitating communications which support business and industry. General direction is received from the Town Supervisor. Travel in the course of a workday will be required. Assignments outside of normal working hours may be given.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all-inclusive and does not preclude a supervisor from assigning activities not listed that could reasonably be expected to be performed by an employee in this title.

1. Promotes the orderly development of projects and other commercial and industrial areas within the Town;
2. Acts as a liaison with various local, State, and Federal agencies, coordinating projects with agencies as deemed necessary and appropriate, i.e., Dutchess County, USACE, NYSDEC, NYSDOT, Empire State Development, etc.
3. Provides information and/or makes presentations to Town Boards, commissions, civic groups, businesses, individuals, and the general public on projects, and other economic development issues, programs, services, and plans;
4. Maintains existing inventory of available business/residential development sites within the community, including public/private buildings and land areas;
5. Encourages collaboration and coordinates economic development strategies with adjacent municipalities and other local and regional economic development organizations;
6. Composes an economic development strategy that includes a marketing plan for the Town;
7. Works closely with the Dutchess County Chamber of Commerce to identify areas of concern in the promotion of business location and expansion within the Town;
8. Prepares grant proposals and applications, contracts and other necessary documents as may be required;
9. Works with the Economic Development Committee to formulate and implement marketing and business attraction strategies, including familiarity with the goals and objectives of the East Fishkill Comprehensive Plan;
10. Serves as a member of economic development groups or task force that promote economic and community development at the local, State or Federal level, as deemed necessary or appropriate;

DIRECTOR OF ECONOMIC DEVELOPMENT (Cont'd)

TYPICAL WORK ACTIVITIES: (Cont'd)

11. Monitors legislation and regulations relating to economic development, and report findings to the appropriate impacted parties, ie local businesses, the Town Supervisor, the Economic Development Committee, the Town Council, etc.;
12. Maintains strong working relationships with the general public, area businesses, the media, and others;
13. May act as a liaison between existing and potential developers and the Town;
14. Serves as member of various staff committees, as assigned.

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;

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 relationships with governmental entities, business and industry, and the general public;

Ability to work effectively with elected and appointed officials, regulatory officials and the public;

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

MINIMUM QUALIFICATIONS:

- EITHER: (A) Master's degree in public administration, business administration, economics, or marketing AND four (4) years of full-time paid administrative experience in economic development;
- OR: (B) Bachelor's degree in public administration, business administration, economics, or marketing AND five (5) years of full-time paid administrative experience in economic development.

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.

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SPECIAL REQUIREMENT:

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

ADOPTED: 02/10/2021