

**DEPARTMENT:** NIAGARA COUNTY DEPARTMENT OF ECONOMIC DEVELOPMENT

**CLASSIFICATION:** UNCLASSIFIED – NYSCSC APPROVED 07/17/2006

**APPROVED:** JUNE 7, 2018

**FLSA Status:** Exempt/Executive 1/4/2010

**COMMISSIONER OF ECONOMIC DEVELOPMENT**

**DISTINGUISHING FEATURES OF THE CLASS:** Directs the work of the Economic Development Department with the overall view to devise a comprehensive plan for land utilization, environmental management, tourism, natural resource protection, and general planning activities. This is a high-level professional position involving responsibility for exercising leadership, direction, implementation, and coordination of the development of both the future and current planning activities for Niagara County. Coordinates the Niagara County Foreign Trade Zone with other activities. Supervision is exercised over a staff of professional and clerical workers. The incumbent has the authority to appoint and remove officers and employees in the department. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Provides professional advice and assistance to businessmen, industries, and municipalities within the County and various other groups and agencies, both public and private, regarding the general planning and environmental management of the County;
2. Communicates with State and Federal agencies relating to projects, legislation, Foreign Trade Zone, and programs affecting the County; also identifies, prepares, and administers the Federal, State, and other grants for projects related to the department;
3. Responsible for total administration of the County planning, development, and tourism;
4. Directs the development, funding participation, and negotiation of joint advertising program(s) with public utilities, the New York State Commerce Department, and others, such as private sector, Federal, State, and local governments and agencies;
5. Directs, manages, identifies, and makes application for funding of loan programs from various Federal, State, and local agencies;
6. Participates in County and regional meetings as required, including public meetings on planning, development, tourism and environmental programs, projects, etc.;
7. Prepares and reviews agendas and minutes for the planning, development, tourism, environmental and other assigned related meetings;
8. Coordinates planning, development, tourism and environmental management activities in towns, schools, villages, and cities in and adjacent to the County;
9. Develops and recommends various policies pertaining to planning, development, tourism and environmental services;
10. Coordinates Foreign Trade Zone activities with the Niagara County Industrial Development Agency; prepares various documents and reports for transmittal to Federal and State agencies to maintain fund eligibility;
11. Oversees programs of natural resource protection and environmental management;
12. Coordinates activities with others, including the Niagara County Industrial Development Agency.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the principles of County and regional planning and development, including industrial development, State and Federal financing programs, including New York State program practices pertaining to planning and environmental management; thorough knowledge of zoning regulations, subdivision regulations, and planning programs; good knowledge of computer facilities, water supply and storm drainage systems; good knowledge of specific differences, benefits, eligibility, feasibility, and costs for the various programs pertaining to planning and environmental management; ability to administer a staff of ten (10) or more persons; ability to make verbal and written reports and present actions; physical condition commensurate with the demands of the position.

**SUGGESTED MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a New York State equivalency diploma:

- AND:** 1. Graduation from a regionally accredited or New York State registered approved college or university with a Masters Degree specializing in Urban and/or Regional Planning, Sociology, Social Science, Economics, Business Administration, Civil Engineering, or Public Administration, supplemented by course or seminar work in economic development and planning, plus five (5) years of satisfactory experience in County or regional planning;
- OR:** 2. Graduation from a regionally accredited or New York State registered approved college or university with a Bachelor's Degree in any of the above disciplines and seven (7) years of experience including all experience requirements as listed above;
- OR:** 3. Graduation from a regionally accredited or New York State registered approved college or university with a Bachelor's Degree and ten (10) years of experience including all experience requirements as listed above.

**TYPE OF LICENSE PROFESSIONAL AFFILIATIONS:**

American Institute of Certified Planners