

**DEPARTMENT:** TOWN OF LOCKPORT  
**CLASSIFICATION:** NON-COMPETITIVE – NYSCSC APPROVED 06/17/2010  
**APPROVED:** NOVEMBER 24, 3008

**COORDINATOR OF ECONOMIC DEVELOPMENT**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a high-level professional position involving responsibility for directing, implementing, and coordinating all current and future economic development and related planning activities for the Town of Lockport. The work involves sole responsibility for coordinating and managing the work of the Economic Development Department with an overall view to devise a comprehensive plan for economic corridor land utilization, environmental management, tourism, natural resource protection, and general economic development planning activities. The incumbent oversees all grant activities for the town and has the authority to recommend, for appointment and removal, officers, consultants and employees within the department. The incumbent reports directly to the Town Board and is permitted wide leeway for the exercise of independent judgment in planning and carrying out assigned duties in accordance with established laws, policies and procedures. General supervision is exercised over department staff. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Develops, implements and coordinates economic planning, development, tourism and environmental management activities in the town;
2. Collaborates with area schools and other municipalities with respect to economic development activities;
3. Provides professional advice and assistance to businessmen, industries, and departments, public and private agencies and consultants within the town, regarding economic planning and management of the town;
4. Implements and administers town economic, planning, and tourism efforts and collaborates with the Town Attorney, Town Engineer, Town Planner and Planning Board, Town Board and Building Inspector on commercial and industrial development;
5. Directs, manages, identifies and makes application for funding and loan programs from state, federal and local agencies and authorities;
6. Develops and recommends to the Town Board various policies pertaining to economic planning, development, tourism and environmental management activities;
7. Develops, coordinates and implements marketing of the Town for commercial and industrial development;
8. May serve as Administrative Director of the Town Industrial Development Agency pursuant to contracts with the town;
9. Communicates with state and federal agencies relating to projects, legislation, foreign trade zones, and programs affecting the town;
10. Identifies, prepares and administers federal, state and other grants for projects related to the department;
11. Coordinates development, funding participation, and negotiation of advertising programs with New York Commerce Department, Economic Development Corporation, Buffalo-Niagara Enterprise, federal, state and local agencies, private sector agencies and others;
12. Organizes and/or participates in town, county, regional and state and national meetings, conferences and other forums as required, including public meetings on planning, development, tourism, economic and environmental programs, projects and other related matters;
13. Oversees efforts to obtain a foreign trade zone in the town, and coordinates its activities with the Town Industrial Development Agency;
14. Prepares documents and reports as necessary for funding and administration.

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

Thorough knowledge of economic development, including commercial and industrial development; thorough knowledge of state, federal and private financing programs; good knowledge of zoning and planning regulations; good knowledge of business promotion, marketing, public relations and advertising principles and methods; good knowledge of management, administrative and budgeting practices and procedures; good knowledge of the organizations and other groups interested in economic development activities of the town; good knowledge of methods and procedures of producing and distributing printed public informational materials; good knowledge of grant writing principals and programs; strong planning and organizational skills; strong grant and technical writing skills; strong marketing and communications skills; skilled using computerized office suite software including publishing software, database management programs and internet research; ability to get along well with others; ability to plan and organize special events and programs related to economic development; ability to supervise and oversee the work of others; ability to effectively prepare written correspondence; ability to prepare and present written and statistical reports; integrity; courteous; tactful; resourceful; good judgment; good professional appearance; physical condition commensurate with the demands of the position.

**CONTINUED**

## **COORDINATOR OF ECONOMIC DEVELOPMENT CONTINUED**

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma **and**

Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Master's Degree in business administration, public administration, social sciences, planning, law, civil engineering, political science or a closely related field **and** five (5) years of professional experience in economic development, municipal or public planning, business development, commerce, public administration, business management, or not-for-profit administration; **or**

Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in business administration, public administration, social sciences, planning, law, civil engineering, political science or a closely related field **and** seven (7) years of professional experience in economic development, municipal or public planning, business development, commerce, public administration, business management, or not-for-profit administration.

**NOTE:** Volunteer and/or part-time experience will not be accepted.