

DEPARTMENT: NIAGARA COUNTY DEPARTMENT OF ECONOMIC DEVELOPMENT
CLASSIFICATION: EXEMPT – NYSCSC APPROVED 07/17/2006
APPROVED: MARCH 4, 2005 **FLSA Status:** Exempt/Administrative 1/4/2010

DEPUTY COMMISSIONER OF ECONOMIC DEVELOPMENT

DISTINGUISHING FEATURES OF THE CLASS: This is a professional business management position responsible for management and coordination of a wide variety of economic development programs. The duties and responsibilities of the position involve stimulating interest in the County for economic development opportunities as well as business retention in the County. During the absence or inability of the Commissioner of Economic Development to act, the Deputy is authorized to perform the powers and duties of the office of the Commissioner. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Meets with representative of Chambers of Commerce, business and industry groups and other business development organizations for the purpose of coordinating business development efforts on a countywide basis;
2. Represents the County at various shows, conferences, public meetings, seminars and other business development events;
3. Plans and conducts site visits for various business development prospects for the County;
4. Plans public relations programs designed to promote business development in the County through the media;
5. Assists in the marketing and promotion of business development and business retention opportunities;
6. Writes grants and prepares other applications whenever the opportunity arises for state, federal and other income sources for programs that work to develop business opportunities in the County;
7. Assists in the development of the County's Overall Economic Development Program and assists in the periodic reports to appropriate federal and state authorities on the OEDP;
8. Writes and edits brochures, special reports, leaflets, pamphlets, news releases and related materials to promote business development in the County;
9. Gathers information to provide meaningful statistical data for use both as a resource for the department as well as for other agencies in the area;
10. Organizes and implements various other development related activities that help promote the County;
11. During the absence or inability of the Commissioner of Economic Development to act, the Deputy is authorized to perform the powers and duties of the office of the Commissioner.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of business development, promotion, marketing, public relations and advertising principles and methods; good knowledge of management and administrative practices and procedures; good knowledge of the organizations and other groups interested in business development activities of the County; good knowledge of methods and procedures of producing and distributing printed public informational materials; ability to get along well with others; ability to plan and organize special events and programs related to business development; ability to supervise and oversee the work of others; ability to effectively prepare written correspondence; courteous, tactful, resourceful, good judgment. 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: Graduation from a New York State approved or recognized college or university with a Bachelors Degree in Business Development, Planning, Communication Arts, or Marketing and four (4) years experience in Business Development, Planning, Marketing or a related field.