

SENIOR ECONOMIC DEVELOPER

DISTINGUISHING FEATURES OF THE CLASS: The incumbent is responsible for the implementation of a program designed to attract industries to locate within the City as well as to promote expansion of existing industries. This is accomplished by developing data on such industries, prospective sites and other pertinent data and through personal visits, sales letters, exhibits, and the media to accomplish these aims. The Senior Economic Developer reports to the Commissioner and Deputy Commissioner of Development and Planning and functions as a senior professional staff member. In this capacity, the incumbent will be assigned management and programmatic responsibilities for planning and supervising Departmental programs.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Plans and supervises programs related to small business development, project financing and management, development and implementation of grants and the preparation of revitalization strategies;
- May act as staff or Department's designee to related boards, committees and other related development organizations, such as the Albany Local Development Corporation, Albany Industrial Development Agency, Capitalize Albany Executive Committee and the Albany Economic Development Zone Administrative Board;
- Disseminates information as to desirable locations, availability of land, tax structure, utilities, transportation, labor, financing including tax exempt, and any other community resources information related to such a move or expansion;
- Works and interacts with government officials, business leaders, community and neighborhood organizations and the public;
- Confers and maintains cooperative relationships with banks, real estate brokers, utilities, and chambers of commerce to monitor the status of economic development in the City;
- Establishes liaison with banks, commerce groups and trading companies in order to influence investors to locate in the City;
- Advises potential applicants for tax exempt financing (industrial revenue bonds) under the auspices of the guidelines under the act;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of the methods and techniques used in promotional and public relations activities;

SEE REVERSE SIDE

- Thorough knowledge of the basic principles and procedures of the media;
- Good knowledge of the principles, practices and techniques involved in industrial and commercial site selection practices, assessment and financing;
- Good knowledge of business and economic conditions of the area;
- Good knowledge of personal computers;
- Ability to write press releases, advertising and promotional materials;
- Ability to establish rapport with business, industrial and local government representatives;
- Strong oral and written communication skills;
- Ability to express ideas clearly and concisely;
- Ability to deal effectively with others;
- Resourcefulness;
- Tact and courtesy;
- Good judgment;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- a) Graduation from a regionally accredited or NYS registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree in business administration, public administration, accounting, engineering, architecture, urban planning or a related area and five (5) years fulltime paid experience in a related field; **OR**
- b) Graduation from a regionally accredited or NYS registered college or one accredited by the NYS Board of Regents to grant degrees with a Associate's Degree in business administration, public administration, accounting, engineering, architecture, urban planning or a related area and seven (7) years fulltime paid experience in a related field; **OR**
- c) Any equivalent combination of training and experience as defined by the limits of (a) and (b) above.

Revised: 8/29/01
11/30/05