

## **DIRECTOR OF ECONOMIC DEVELOPMENT & PLANNING**

**JOB CLASS:** 1080  
**DEPARTMENT:** Tioga Co. Economic Development & Planning  
**CLASSIFICATION:** Non-Competitive (Policy Influencing Confidential)  
**SALARY GRADE:** Management/Confidential  
**ADOPTED:** 12/92; Revised 4/01, 7/02, Revised 5/06 (Reso 133-06); 03/19, 01/20, 03/20; Tioga Co. Personnel & Civil Service

**\*PUBLIC OFFICER; no term**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a managerial position involving responsibility for the overall function of the Department of Economic Development and Planning. Work involves developing policy, organizing and directing departmental work in such areas as economic development and business assistance and overseeing comprehensive development and environmental and transportation planning. Projects are assigned to subordinate staff members who are responsible to the Director for their progress and eventual completion. Work is performed under the general direction of the County Legislative Chair or a designee with leeway for the exercise of professional planning and administrative judgment to carry out the duties of the position to the fulfillment of the current goals and objectives of the county. Does related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Determines feasibility and potential value of proposed projects and makes recommendations regarding such questions as priorities and the extent and scope of studies;
- Prepares incentive and financial packages for business recruitment, expansion and retention projects;
- Formulates policies and programs for consideration and approval and adoption by the County Legislature;
- Assigns responsibility for individual projects to subordinate employees, coordinates projects involving more than one unit and reviews and approves finished work;
- Periodically evaluates effectiveness of projects under development and issues instructions governing their progress as needed;
- Supervises consultants engaged to assist in the preparation of highly specialized studies;
- Provides oversight to county planning programs;
- Keeps abreast of new developments in the planning field and community development, including sources of funding available to the county, and current legislation and programs;
- Participates in professional organizations and meetings for extending knowledge of current developments;
- Provides general support and/or serves as a member of boards and councils as assigned;
- Supervises work progress, gives direction on projects, and approves final product of the assignment;
- Serves as liaison on behalf of the County to local, State and Federal governments, national economic development and technical organizations;
- Advises town and village planning and zoning boards on economic development initiatives as related to planning, zoning and other matters as requested;
- Conducts staff conferences to provide general direction to unit work;
- Prepares the annual departmental budget and goal and objectives.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:** Comprehensive knowledge of the purposes, principles, methods and terminology used in municipal, regional and community planning and economic development; comprehensive knowledge of current methods used in the development and maintenance of planning studies; thorough knowledge of land use control and zoning practices; thorough knowledge of techniques used to gather data for statistical analysis; thorough knowledge of funding sources and application procedures; thorough knowledge of the goals

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and objectives of the county as applied to planning functions; thorough knowledge of modern principles and practices of effective management; working knowledge of Federal and State or grant programs available for the county and/or its municipalities; ability to organize, plan, supervise and review the work of professional and technical planning personnel in a manner conducive to full performance and high morale; ability to prepare difficult planning studies and to formulate substantive recommendations for planning standards in the development of overall county plans; ability to keep abreast of current literature, recent developments and sources of information in municipal, community and regional planning; ability to prepare and maintain comprehensive plans for development; ability to meet with community groups to respond to needs and inquiries; ability to establish and maintain effective working relationships with civic leaders, public officials, business C.E.O.'s, presidents of institutions of higher learning and the general public; physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS (Either):**

- a. Graduate from a regionally accredited or New York State registered college or university with a Master's degree in planning, urban geography, architecture, business administration or closely related field and three (3) years of professional full-time experience or its part-time equivalent in municipal business, community or regional planning, business administration, economic development, public administration, marketing or related experience; one year of which must have been in a responsible supervisory or administrative capacity; **OR**
- b. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in planning, urban geography, architecture, business administration or a closely related field and five (5) years of professional full-time experience or its part-time equivalent in municipal business, community or regional planning, business administration, economic development, public administration, marketing or related experience; one year of which must have been in a responsible supervisory or administrative capacity; **OR**
- c. Graduation from high school or possession of a general equivalency diploma and nine (9) years of professional full-time experience or its part-time equivalent in municipal business, community or regional planning, business administration, economic development, public administration, marketing or related experience; one year of which must have been in a responsible supervisory or administrative capacity; **OR**
- d. An equivalent combination of training and experience as defined by the limits of (a) and (c) above.

**Qualification Note: Responsible administrative capacity will mean that there was direction and control of an identifiable organizational unit or program; in addition to supervision, is involved in planning, resource allocation, policy formulation, and program evaluation.**