

DEPUTY DIRECTOR OF ECONOMIC DEVELOPMENT AND PLANNING

JOB CODE: 2080
DEPARTMENT: Tioga Co. Economic Development & Planning
CLASSIFICATION: Competitive
SALARY: Management/Confidential
ADOPTED: 11/01; Reviewed 9/08/14; Revised 03/19, 01/20; 08/21; Tioga Co. Personnel & Civil Service

* **PUBLIC OFFICER; no term**

DISTINGUISHING FEATURES OF THE CLASS: This is a senior level administrative position assisting the Director of Economic Development and Planning in technical aspects of new business recruitment and independently implementing and managing complex business development projects. This position is also responsible for managing the Tioga County Property Development Corporation (TCPDC), which will own and manage an inventory of property in various conditions and a wide range of market conditions. Responsibilities include the continued development of the TCPDC's policies, procedures, and operations in collaboration with the Board of Directors and other governmental and nongovernmental stakeholders. Work is performed under the general supervision of the Director of Economic Development and Planning and the Tioga County Legislature as per the most current approved Administrative Services Agreement by and between Tioga County and the TCPDC- with considerable leeway allowed in the exercise of independent judgment. The incumbent will regularly confer with the Director of Economic Development and Planning regarding project status and completion. The incumbent will also supervise all other department employees in the Director's absence and act on behalf of the Director in his/her absence with regards to economic development and planning responsibilities. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Acts as project manager to coordinate implementation of complex business development plans as well as the preparation and execution of complete and detailed plans for the TCPDC initiatives;
- Assists Director in major business recruitment, providing technical information, project packaging and marketing as requested;
- Assists Director in oversight of land use, zoning, and economic development programs;
- Maintains regular contact with implementation teams and other agencies and departments related to business project developments as well as various professionals and lay groups and other parties regarding planning policies and objectives;
- Assists in the development and implementation of current and long-range organizational goals and objectives, as well as policies and procedures;
- Collaborates with other New York Land banks and affiliated local, statewide and national organizations on a Regional and state level for policy and legislative initiatives in support of the land bank's stated mission;
- Prepares studies, reports and recommendations relative to County-wide Economic Development issues involving projects, infrastructure, transportation, development, planning, etc. as well the TCPDC annual report for presentation to the Board of Directors and Tioga County Legislature;
- Prepares Federal and/or state grant applications and administers grants received in compliance with grant terms and conditions;
- Compiles figures to assist and plan in the preparation of the annual departmental budget for economic development and prepares and monitors annual TCPDC operating budget;

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- Makes presentations to the public, private organizations, municipalities and other interested parties on behalf of the Director.
- Ensures compliance with Public Authorities Accountability Act;
- Plans for strategic acquisition, disposition, and assembly/holding of property in accordance with plans developed by municipal governments;
- Plans and budgets for the management, maintenance, improvement, and marketing of the TCPDC's real property inventory according to said redevelopment plans;
- Oversees professional service contracts including, but not limited to, legal services, accounting, and brokerage services, property maintenance and development contracts;
- Analyzes and evaluates vendor services to ensure procurement of services that best meet the needs of the land bank.
- Oversees real estate transactions and leases.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Thorough knowledge of the purposes, principles, methods and terminology used in economic development and planning and real estate development; thorough knowledge of techniques used to gather data for analysis; thorough knowledge of funding sources and application procedures; thorough knowledge of modern principles and practices of effective management; good knowledge of Federal and State or grant programs available for the county and/or its municipalities, grants management and regulatory compliance; good knowledge about developing and managing a not-for-profit organization's operating budget and cost analysis; good knowledge of land use and zoning practices; ability to organize, plan and coordinate the work of project team members; ability to write complex reports and grants; ability to prepare reports, analyze findings and make recommendations; ability to prepare and maintain comprehensive plans for development; ability to carry out assignments independently; ability to handle multiple projects simultaneously, initiative and resourcefulness; dependability; ability to express ideas clearly and accurately both orally and in writing; ability to prepare and analyze budgetary figures; 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 Masters degree in business administration, finance, economics, planning, public administration or closely related field; **OR**
- b. Graduation from a regionally accredited or New York State registered college or university with a Bachelors degree in business administration, finance, economics, planning, public administration or a closely related field and two (2) years of full-time professional experience or its part-time equivalent in economic development, business management, public administration, planning, finance, marketing, real estate or similar field; **OR**
- c. Graduation from a regionally accredited or New York State registered college or university with an Associates degree in business administration, finance,

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economics, planning, public administration or a closely related field and four (4) years of full-time professional experience or its part-time equivalent in economic development, business management, public administration, planning, finance, marketing, real estate or similar field; **OR**

- d.** An equivalent combination of training and experience as defined by the limits of a), b), and c) above.

Qualification Note: "Professional experience involves independence of action and personal responsibility for actions. This experience is considered qualifying if performed after obtaining the required degree."