

CHIEF DEVELOPMENT SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: This is responsible work involving the formulation of plans to encourage economic, industrial, and community development in order to broaden the tax and employment base in Cattaraugus County. Duties are performed under the general supervision of the Director of Development and Planning with leeway allowed for the use of independent judgement in carrying out the details of the work. Supervision is exercised over subordinate professional and clerical support staff. A Chief Development Specialist does related work as required.

TYPICAL WORK ACTIVITIES:

- Confers with local authorities, and civil and business leaders in order to encourage development activities;
- Aids municipalities and business with the planning, financing, and development of municipal, community, and industrial sites;
- Directs and coordinates activities involved in the recruitment of business and industry to Cattaraugus County development projects;
- Negotiates with representatives of community, business, and civil leaders as to the terms and conditions of occupation of sites involved in industrial development;
- Assembles development information from statistical and demographic sources, questionnaires, and a variety of publications and agencies;
- Researches, prepares, and presents funding proposals to potential clients;
- Speaks before community groups and other gatherings to further the economic growth and understanding of development programs in Cattaraugus County;
- May evaluate and review environmental impact reports applying to specific development projects.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of Federal, State, and local agencies and programs able to provide assistance to communities, business, and industries in the region; good knowledge of federal and state laws and regulations dealing with grant administration; good knowledge of business finance; good knowledge of current socioeconomic and demographic status of the region; working knowledge of public relations and advertising; skill in the preparation of written reports; ability to establish and maintain effective working relationships with municipal officials and the business community; ability to plan and organize; ability to assemble factual data, prepare drafts, diagrams, and final reports; ability to express ideas and concepts clearly and concisely; ability to plan and supervise the work of others; physical condition equal to the demands of the position.

MINIMUM QUALIFICATIONS:

- A.) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in planning, environmental or urban design, civil engineering, business or public administration, economics, accounting or finance, and two years of experience in planning, economic or community development, civil engineering, business or public administration, accounting or finance, marketing or grantsmanship;

OR

- B.) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in planning, environmental or urban design, civil engineering, business or public administration, economics, accounting or finance, marketing, and three years of experience in planning, economic or community development, civil engineering, business or public administration, accounting or finance, marketing or grantsmanship;

OR

- C.) Seven years of experience in planning, economic or community development, civil engineering, business or public administration, accounting or finance, marketing or grantsmanship;

OR

- D.) An equivalent combination of training and experience as defined by the limits of A, B, C above.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 7/17/90

chdevspec