

SENIOR BUSINESS DEVELOPMENT SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: The work is in the Department of Economic Development, Planning, and Tourism, and involves providing assistance to Cattaraugus County and its communities helping to identify and meet their development needs in the areas of economic, industrial, and community development. This position differs from Development Specialist by virtue of technical financial tasks assigned and lead worker responsibilities. Duties are performed under general supervision with allowance made for the use of independent judgement and critical thinking in carrying out the details of the work. Supervision may be exercised over subordinate clerical personnel. A Senior Business Development Specialist does related work as required.

TYPICAL WORK ACTIVITIES:

- Maintains an inventory of federal, state, and local economic development programs designed to aid local communities, business, industry, along with public and private sector lending institutions and/or agencies;
- Helps local officials identify needs and establish priorities;
- Seeks to integrate new projects with existing programs;
- Compiles lists and monitors data bases of current government contracting solicitation;
- Assembles development information from statistical and demographic sources, questionnaires, and a variety of publications and agencies;
- Acts as administrator for various loan funds;
- Prepares a variety of fiscal, statistical, and business management information
- Formulates financing packages acceptable to lenders;
- Participates in the development of business and employee attraction marketing campaigns;
- Makes local businesses aware of opportunities presented by government contracts;
- Promotes the development and marketing of county assets;
- Speaks before community groups and other gatherings to further understanding of economic development objectives;
- Writes and administers grants in support of the Department's economic development goals and objectives.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of business administration practices and principles; good knowledge of economic and community development needs in Cattaraugus County; good knowledge of Federal, State, and local agencies and programs able to provide assistance to communities, business, and industries in the region; working knowledge of grant administration; working knowledge of business finance; working knowledge of project management through critical thinking, problem solving, and research; ability to communicate effectively both orally and in writing; familiarity with database, spreadsheet, and desktop publishing software; ability to compile statistical and demographic data from a variety of sources; ability to prepare grant applications; ability to train and supervise the work of others; ability to understand and carry out oral and written instructions; confidentiality; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma **and either**:

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in planning, business or public administration, economics, accounting or finance, marketing, public relations, journalism or communications, English, or travel and tourism, **and** two years' experience in loan fund administration;

OR

- B. Six years of experience in planning, economic development, business or public administration, accounting or finance, marketing, public relations, journalism, or a position regularly involving narrative writing and editing responsibilities; two years' experience must have been in loan fund administration;

OR

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

CATTARAUGUS COUNTY CIVIL SERVICE

Adopted: 10/28/2015