

## **ECONOMIC DEVELOPMENT ZONE COORDINATOR**

**LOCATION:** Tioga Co. Economic Development and Planning  
**CLASSIFICATION:** Competitive  
**SALARY:** Management/Confidential  
**ADOPTED:** 6/98; Revised 01/2020; Tioga Co. Personnel & Civil Service

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for implementing and monitoring of all services provided through the Economic Development Zone (EDZ) program. The incumbent will provide technical assistance in areas of grant preparation and the application for, and evaluation of EDZ benefits. The work is performed under the general supervision of the Director of Economic Development, with considerable leeway allowed in the use of independent judgment. Supervision may be exercised over subordinate technical and clerical staff. Performs related work as required.

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

- Coordinates the implementation and monitoring of all services provided by the EDZ program, including job training, day care, economic development financial incentives, and minority business development;
- Maintains and expands liaison relationships with the business community at-large in order to market Zone programs and increase economic development opportunities with the EDZ;
- Meets and works on an on-going basis with individual businesses to explain the benefits of locating and/or expanding their operations in the Zone;
- Provides project-specific detailing of EDZ benefits to industrial and commercial prospects;
- Prepares and submits all necessary documentation for client businesses to qualify for EDZ and State benefits;
- Services as staff for the Zone Administrative Board, and as such, is responsible for the preparation of the Zone's annual budget and grant applications;
- Writes all necessary reports to the Zone Administrative Board and the State of New York;
- Composes appropriate marketing literature for review and performs all other necessary staff functions as assigned.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of federal, state and local laws, policies and regulations relating to economic development; Good knowledge of economic theory and practices; Good knowledge of sociological, economic, environmental and planning factors related to community development; ability to establish and maintain effective working relationships at an administrative level; ability to effectively deal with the public; ability to interpret legislation and policies as they relate to the administration of the EDZ program; ability to communicate well orally and in writing; ability to supervise the work of others; good public speaking and presentation skills; sound professional judgment and diplomacy; resourcefulness; physical condition commensurate with the demands of the position.

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

- a. Graduation from a regionally accredited or New York State Registered college or university with a bachelor's degree in Public or Business Administration, Industrial Relations, Marketing, Economics, Planning or a closely related field and two years of full-time experience or its part-time equivalent in public or business administration, urban planning, economic growth, industrial development or banking; **OR**
- b. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in one of the fields listed in (a) above and six years of full-time experience or its part-time equivalent as defined in (a) above.

**SPECIAL NOTE:** A Master's degree in one of the designated fields may be substituted for one year of experience.