

**WAYNE COUNTY**  
**CIVIL SERVICE – HUMAN RESOURCES**

26 Church Street \* Lyons, New York 14489  
Telephone: (315)946-7483 Facsimile: (315)946-7488 Web: [www.co.wayne.ny.us](http://www.co.wayne.ny.us)

Applications are being accepted for the position of:

**DIRECTOR OF ECONOMIC DEVELOPMENT AND PLANNING**

Wayne County, New York

Salary depending on qualifications within authorized amount.

The Wayne County, NY Human Resources Department is seeking qualified candidates for the full-time position of **Director of Economic Development and Planning**. The position is pending classification approval, but is intended to be placed in the Non-competitive class.

This position directs, manages, and supervises the overall operation of the Department of Economic Development, including Planning and Tourism. The successful incumbent will apply business and economic principles and practices to attract new industry, increase employment and serve existing businesses. The duties are performed with independence and exercise of judgment within the confines of the applicable state and federal laws and policies established by the County Board of Supervisors and under the general supervision of the County Administrator.

The successful candidate will have comprehensive knowledge of principles and methods of economic development, municipal, regional and community planning, land use, and zoning, thorough knowledge of economic, business and financial principles and practices; County goals and objectives, funding sources and application procedures; ability to organize, plan and supervise the work of professional and support staff; ability to coordinate department activities with the funding requirements of the IDA; ability to advocate development plans, ability to represent the County in public forums. High ethical standards are expected.

**MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE:**

(A) Graduation from a New York State registered or regionally accredited university with a Master's Degree in Planning, Business, Public Administrative or a closely related field and three (3) years of paid full time experience in economic development and planning, one year of which must have been in a responsible supervisory or administrative capacity; or Accounting, or Finance including 18 credit hour courses in accounting and five years accounting and auditing experience preferably in a government setting; Or

(B) Graduation from a New York State registered or regionally accredited university with a Bachelor's Degree in Planning, Business, Public Administrative or a closely related field and five (5) years of paid full time experience as described in A above; Or

(C) Any equivalent combination of training and experience as indicated in "a" and "b" above.

A complete position description and application may be obtained from the Wayne County website [www.co.wayne.ny.us](http://www.co.wayne.ny.us). Applications may also be obtained at the Wayne County Human Resources Department, 26 Church Street, Lyons, NY 14489. Return completed applications to Charles A. Dye, Director of Human Resources. First review of applications will be February 6, 2012; the position will remain open until filled.

Wayne County is an Equal Opportunity Employer.

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## **DIRECTOR OF ECONOMIC DEVELOPMENT AND PLANNING**

**DISTINGUISHING FEATURES OF THE CLASS:** This is an administrative position that directs, manages, and supervises the overall operation of the Department of Economic Development, including Planning and Tourism. Ability to apply business and economic principles and practices to attract new industry, increase employment and serve existing businesses through loans and other means; The duties are performed with independence and exercise of judgment within the confines of the applicable state and federal laws and policies established by the County Board of Supervisors and under the general supervision of the County Administrator. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

- Recommends economic development policy changes to the Board of Supervisors;
- Determines the feasibility, potential value and financial benefit of proposed projects and makes recommendations regarding priorities and risk of short and long-term success;
- Markets Wayne County to business leaders and developers to attract interest in new business development;
- Prepares, or manages the preparation of incentive and financial packages for business recruitment, expansion and retention;
- Oversees department work in such areas as economic development, business assistance, land use, tourism, infrastructure development, extension or improvement, environmental impact and transportation planning ;
- With the assistance of planning staff, formulates long-range plans for County development;
- Conducts or coordinates feasibility, statistical and financial studies;
- Coordinates long-term plans for the County as a whole with the current conditions and plans of the various Towns and Villages;
- Supervises consultants retained for specialized studies and projects;
- Advocates proposals to the Industrial Development Agency (IDA) for funding;
- Serves as liaison on behalf of the County to Local, State and Federal Governments, national economic development and technical organizations;
- Represents the County at meetings with community groups, local officials, and business groups;
- Advises Town and Village planning and zoning boards on economic development initiatives;
- Prepares the annual department budget, goals and objectives;
- Keeps informed on current funding options, developments and practices;
- Seeks opportunities for grant funding.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Comprehensive knowledge of principles and methods of economic development, municipal, regional and community planning, land use, and zoning. Thorough knowledge of economic, business and financial principles and practices related to business and industry; County goals and objectives, funding sources and application procedures; ability to organize, plan and supervise the work of professional and support staff; ability to coordinate department activities with the funding requirements of the IDA; ability to advocate development plans, ability to represent the County in public forums.

### **MINIMUM QUALIFICATIONS:**

- A. Graduation from a New York State registered or regionally accredited university with a Master's Degree in Planning, Business, Public Administrative or a closely related field and three (3) years of paid full time experience in economic development and planning, one year of which must have been in a responsible supervisory or administrative capacity; or Accounting, or Finance including 18 credit hour courses in accounting and five years accounting and auditing experience preferably in a government setting; Or
- B. Graduation from a New York State registered or regionally accredited university with a Bachelor's Degree in Planning, Business, Public Administrative or a closely related field and five (5) years of paid full time experience as described in A above; Or
- C. Any equivalent combination of training and experience as indicated in "a" and "b" above.