

**DEPARTMENT:** ECONOMIC DEVELOPMENT  
**CLASSIFICATION:** COMPETITIVE  
**APPROVED:** SEPTEMBER 6, 2024

**DIRECTOR OF ADMINISTRATION, PROGRAMS, & GRANTS**

**DISTINGUISHING FEATURES OF THE CLASS:** This is an administrative position involving responsibility for the management and coordination of a wide variety of economic development programs including coordinating business retention efforts, outreach to businesses, scheduling informational workshops, and facilitating events. The incumbent acts as a liaison between department staff and the legislature on all authorizations and resolutions that require legislative approval. The incumbent serves in a grant administration capacity by collaborating in the development of grant application packages, assisting with implementation of grant programs, facilitating the grant auditing process and grant closeout and reporting. Wide leeway is permitted in the exercise of independent judgment to carry out tasks in accordance with policies, procedures, laws, and regulations. Direct supervision is exercised over assigned staff. During the absence or inability of the Commissioner of Economic Development to act, the Director is authorized to perform the powers and duties of the office of the Commissioner. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Oversees the department's business outreach programs including, but not limited to, the business growth and retention program; coordinating and conducting business workshops; the annual agri-business outreach forum; and other outreach efforts as needed;
2. Acts as departmental liaison for legislative committees and initiatives and performs all required necessary administrative tasks;
3. Oversees and administers various departmental funding programs, provides information regarding program services and requirements, meets with funding recipients as required, or assists individuals in applying for services by explaining procedures and program processes;
4. Assists in the marketing and promotion of business development and business retention opportunities;
5. Manages grant programs, including seeking new grant opportunities, strategic planning, and budgeting as well as collaboration in the writing of grant applications and collecting letters of support from stakeholders;
6. Monitors and prepares for all grant auditing processes;
7. Prepares program and budget reports for the grant authority as required;
8. Administers the annual William G. Mayne Business Community Enhancement Program;
9. Oversees the department's Comprehensive Economic Development Strategy (CEDS) process, including committee communications, meeting timelines and submittal of all CEDS updates to the federal government in a timely fashion;
10. Composes/authors and prepares correspondence, memoranda, reports, newsletters, informational material, legislative resolutions, and minutes of meetings, hearings, and conferences and/or oversees staff in the preparation of same;
11. Assists the Commissioner with the development of new economic development programs;
12. Assists the Commissioner with establishing and implementing office procedures and oversees efficient work flow by establishing short and long-range plans and assisting with staff development;
13. Oversees staff in the preparation of payroll, personnel and attendance records, as well as grant disbursements;
14. During the absence or inability of the Commissioner of Economic Development to act, the Director is authorized to perform the powers and duties of the office of the Commissioner.

**CONTINUED**

## **DIRECTOR OF ADMINISTRATION, PROGRAMS, & GRANTS CONTINUED**

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of business development, promotion, marketing, public relations and advertising principles and methods; thorough knowledge of legislative guidelines, policies and procedures; thorough knowledge of grant administration and auditing requirements; good knowledge of management and administrative practices and procedures; good knowledge of the organizations and other groups interested in business development and retention activities of the County; ability to operate a personal computer and computer software programs at an acceptable rate of speed and accuracy; ability to get along well with others; ability to plan and organize special events and programs related to business development; ability to supervise and oversee the work of others; ability to effectively prepare written correspondence; ability to maintain records and prepare reports; courteous, tactful, resourceful, sound professional judgment; physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of an equivalency diploma **AND** one of the following:

1. Graduation from a regionally accredited college or university or one accredited by the New York State board of Regents to grant degrees with a Master's Degree and two (2) years of full-time paid experience in business development, grants, marketing, or a related field; **OR**
2. Graduation from a regionally accredited college or university or one accredited by the New York State board of Regents to grant degrees with a Bachelor's Degree and four (4) years of full-time paid experience in business development, grants, marketing, or a related field.

**NOTE:** Degrees must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.