

FRANKLIN COUNTY LOCAL DEVELOPMENT CORPORATION

POSITION DESCRIPTION

Position Title: Economic Development Specialist
Reports To: Chief Executive Officer
Status: Exempt
Supervises: N/A
Location: Franklin County, New York

Position Summary

Performs a wide variety of duties in support of organization objectives including, business attraction, retention and expansion, marketing, pursuing leads and developing and maintaining relationships, developing and managing programs and projects, representing the organization at meetings and events, preparing studies and reports, assisting with writing, packaging and administration of grants, and performing other related work as necessary. Travels frequently within Franklin County and occasionally outside the county. Maintains office hours at various locations within Franklin County. Attends night meetings on occasion.

Job Duties and Essential Functions

1. Meets with organizations, private businesses, developers, public agencies, property owners and the general public to promote and facilitate economic development activities
2. Develops and implements annual marketing and communications plan
3. Assists with business attraction, retention and expansion projects & initiatives
4. Assists with development and management of projects and programs to stimulate commercial and industrial development
5. Assembles and maintains data and prepares various reports and analyses
6. Researches and prepares grant funding applications and performs administration
7. Coordinates site selection RFP responses and follow-up
8. Attends and represents the Agency at various meetings, events, trade shows & business expos
9. Provides staff support to boards and committees
10. Must possess and maintain a valid driver's license
11. Performs other duties as assigned

Knowledge, Skills, Abilities, and Personal Characteristics

Must have knowledge of:

- Basic operations, services and activities of economic development agencies
- Principles and practices of the operation of local, county and state governments
- Program development and administration
- Project management
- Principles and methods of research, analysis and report presentation
- Commercial/industrial real estate practices and site selection procedures
- Applicable federal, state, and local laws, codes, and regulations governing economic development activities.
- Business lending principles and practices
- Grant writing & administration
- Computers, computer software, communication technology, and social media

Must have the ability to:

- Coordinate, implement, and prioritize complex programs and projects while meeting schedules and timelines.
- Interpret and explain agency policies and procedures
- Provide leadership while representing the Agency
- Research data, perform analyses and prepare reports
- Interact and communicate effectively both orally and in writing
- Exercise tact and diplomacy while dealing with the public
- Establish, maintain, and foster positive, effective working relationships
- Learn and effectively use software and communication technologies including computers, database software, and social media
- Conduct work using mobile and cloud technology
- Work independently with minimal supervision
- Work remotely and in an office setting
- Drive a private vehicle to work locations and meetings in the morning, afternoon and evening and at all times of the year

Qualifications

Any combination of education and/or experience that provides the required knowledge, skills, and abilities to perform the essential functions of the position. A typical combination includes:

Education

- Bachelor's degree or equivalent in Business Administration, Marketing, Public Administration, Political Science, Urban & Regional Planning or closely related field.

Experience

- Three or more years of experience in economic development, project management, real estate, marketing or urban & regional planning.