

## **ECONOMIC DEVELOPMENT SPECIALIST TRAINEE**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a trainee position assisting in the development and administration of programs to assist in new business development, the expansion of existing businesses and industries within the County. This position will additionally assist in the financial oversight and management of County loan portfolios and economic development programs and initiatives. The work involves personal contact with businesses, private financial institutions, and a variety of public and private agencies and officials. The work requires a high level of discretion in dealing with confidential information. The work is performed under the direct supervision of the Director of Economic Development or Economic Development Specialist. Work assignments may increase in level of complexity and responsibility as the incumbent's professional competence increases. Persons permanently appointed at the trainee level will be advanced to Economic Development Specialist without further examination upon satisfactory completion of one-year traineeship following permanent appointment. Does related work as required.

**TYPICAL WORK ACTIVITIES: (Illustrative Only)** Assists in the development and implementation of economic development programs and grants; Assists businesses in the preparation of business plans and loan and grant applications; Analyzes business financial statements; Acts as liaison with alternative financial institutions; Assists with the financial oversight, management and accounting of loan portfolios and economic development programs; Reports on financial status of loan portfolios; Gathers current data on available business/industrial facilities and plants, suitable sites, labor, utilities, transportation, marketing facilities, and other community resources of interest to prospective businesses/industries seeking to operate within the County; and assists in outreach efforts to local businesses.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Working knowledge of federal and state economic development programs; Working knowledge of the preparation and use of statistical and research concepts and methods; Ability to conduct technical economic development activities, including research, analysis, and writing comprehensive studies and reports; Ability to read and interpret financial statements and make judgements about a firm's financial condition; Ability to prepare cost estimates, grant applications, and loan packages; Ability to prepare financial reports and recommendations; Ability to make clear and concise oral and graphic presentations; Ability to act as liaison between financial and government institutions and business/industry representatives; Ability to read and interpret complex written and financial materials; Ability to develop and maintain cooperative working relationships with prospective clients, business officials, and the public; Ability to work independently and exercise discretion and sound professional judgment; Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- A. Graduation with a Bachelor's Degree in business, finance, economics, accounting, or related field; OR
- B. Graduation with an Associate's Degree in business, finance, economics, accounting, or related field, and one year of professional experience in banking, business, and/or financial management, business development, economic development, or related field.
- C. An equivalent combination of education and experience as defined by the limits of (A), and (B) above.

**NOTE:** Your degree 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. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Adopted: 4/27/23