

ECONOMIC DEVELOPMENT PLANNER TRAINEE

DISTINGUISHING FEATURES OF THE CLASS: The work involves assisting the Commissioner of Planning and Economic Development providing technical assistance, information gathering, research and problem-solving designed to facilitate the preparation and implementation of County economic development plans and programs. The incumbent learns to and assists in the identification of sources of grant monies and assisting in the preparation of grant applications and the administration of successful grant requests. Work is performed under the direct supervision of the Commissioner of Planning and Economic Development. Does related work as required.

TYPICAL WORK ACTIVITIES:

Learns to and assists in research and analysis designed to provide background information to the Commissioner of Planning and Economic Development on key topics and issues related to economic development;

Learns to and assists in collecting and analyzing statistical data essential to economic development planning studies and works with consultants that may be retained to conduct such studies;

Learns to and assists in gathering information about businesses in the region and maintains a directory thereof;

Learns to and assists in interacting with agencies actively involved with economic development on a federal, state and/or local level;

Learns to assist in the identification of properties and buildings available for development and works with the County's GIS Administrator to maintain an up-to-date inventory;

Learns to identify, write, administer and monitor grants related to economic development;

Learns to assist in the preparation of bulletins, applications, training materials and other written materials;

May serve on committees as necessary.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of the purposes, principles, practices, methods and terminology used in economic development planning;

Working knowledge of techniques used to gather data for statistical analysis, reports and/or discussion;
Working knowledge of basic research methods and techniques;
Ability to learn of grant sources and programs available to the County;
Ability to learn and understand the knowledge of the economic and development needs of the County;
Working knowledge of basic research methods and techniques;
Ability to learn the process of grant search, application preparation and grant administration;
Ability to communicate effectively with others;
Ability to relate and work with area economic development agencies, financial institutions, business and industry;
Ability to understand complex oral and written directions;
Ability to learn to prepare difficult economic development reports/studies and to formulate substantive recommendations as a result of the studies;

MINIMUM QUALIFICATIONS: Possession of a Bachelor's degree or higher in business, economics, marketing, planning, public administration or a closely related field.

NOTE: This is a trainee position in the competitive class. Appointment following the examination is for a one-year term during which time the incumbent learns the basics of the Economic Development Planner position. Training is on the job. Promotion upon successful completion of the training period may be made without further examination to Economic Development Planner.

NOTE: Your degree must have been awarded 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 of 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 <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.