

Jurisdiction: City of Ithaca

Jurisdictional Class: Competitive

Adopted: 11/03/97

Revised: 10/06/04, 07/06/05, 02/22/17, 09/07/22

Title changed from Director of Economic Development: 10/06/04

DEPUTY DIRECTOR OF ECONOMIC DEVELOPMENT

DISTINGUISHING FEATURES OF THE CLASS: This is a professional and administrative position responsible for developing, implementing and overseeing an economic development program for the City of Ithaca. The incumbent designs and develops economic development strategies, analyzes economic development projects and proposals to determine feasibility and potential economic return of specific projects and proposals, and works closely with existing and potential businesses and developers to retain and recruit businesses in the City. The work is performed under the general direction of the Director of Planning and Development with broad leeway allowed for the exercise of independent professional judgment in the performance of the work. Supervision may be exercised over the work of professional and clerical employees, if assigned. Does related work as required.

TYPICAL WORK ACTIVITIES:

Actively participates in the development of short and long term economic and community development goals;

Designs and develops economic strategies and initiatives to achieve economic development goals;

Analyzes economic development projects and proposals to determine feasibility and potential economic return of specific projects and proposals and/or develops and prepares alternative development strategies and proposals;

Develops, implements and supervises programs to retain and recruit businesses in the City;

Serves as a liaison to local businesses;

Assists businesses in addressing expansion or relocation needs within the City;

In conjunction with other agencies, develops and implements marketing strategies and initiatives to encourage business development in, or relocation to, the City of Ithaca;

Prepares applications for federal, state and other grants or supervises staff engaged in the preparation of such applications, and represents the City in negotiations with granting agencies;

Administers and/or supervises others in the administration of existing grants, including preparation of required reporting forms, on-site inspections and other local activities required for compliance with applicable state and federal regulations and laws;

Conducts various planning studies including land use, neighborhood analysis, demographics, surveys, transportation planning and environmental studies, and/or supervises the work of staff engaged in such studies;

Acts as a consultant to other City departments in the area of economic development grants and coordinates departmental efforts and grants with other City departments;

Acts as City or Departmental spokesperson with news media on economic development projects, proposals and issues;

Meets with elected and appointed officials to present economic development projects, programs and strategies;

Represents the City in discussions with granting agencies, development partners and reviewing agencies;

Represents the City at meetings dealing with economic development, grants and other related projects;

May act for and in place of the Director of Planning and Development as assigned.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough knowledge of the concepts, principles, practices, methods, techniques and terminology used in economic development planning; thorough knowledge of real estate finance, state and federal assistance programs and applicable laws and regulations, and alternative economic development funding sources; thorough knowledge of grant writing, grant administration, granting agencies and strategies for incorporating grants into development projects; thorough knowledge of the principles, practices, methods and terminology of city and regional planning; thorough knowledge of accepted methods and techniques for data collection and analysis, cost-benefit analysis, and the interpretation and analysis of statistical data; good knowledge of municipal finance, capital budget procedures and governmental administration; ability to prepare and supervise the preparation of complex detailed and master plans for economic development; ability to organize and conduct planning and development research studies; ability to understand and interpret complex oral, written, and statistical information; ability to plan and supervise the work of others; ability to effectively communicate ideas, both orally and in writing; ability to establish and maintain effective working relationships with diverse community groups, developers, public officials, organizations, other economic development practitioners and the general public; ability to successfully work with and serve a diverse local community; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Possession of a Master's Degree in City, Regional or Urban Planning, Architecture, Engineering, Geography, Economics, Urban Policy, Public Administration, Business, Marketing, Real Estate or a closely related field with similar course curriculum and five (5) years of full-time paid economic development experience with a strong emphasis on real estate development, public-private partnerships, grant writing and grant administration; or
- B. Possession of a Bachelor's Degree in City, Regional or Urban Planning, Architecture, Engineering, Geography, Economics, Urban Policy, Public Administration, Business, Marketing, Real Estate or a closely related field with similar course curriculum and seven (7) years of full-time paid economic development experience with a strong emphasis on real estate development, public-private partnerships, grant writing and grant administration; or
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

Note: Paid part-time experience may be credited toward the experiential requirement on a pro-rata basis.

Note: College 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 and/or U.S. Secretary of Education. If an applicant's degree was awarded by an educational institution outside the United States and its territories, the applicant must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found at <https://www.cs.ny.gov/jobseeker/degrees.cfm>. Applicants are responsible for payment of the required evaluation fee.