

DEVELOPMENT SPECIALIST

(Civil Service Law Section 55a)

DISTINGUISHING FEATURES OF THE CLASS: The work involves providing assistance to Cattaraugus County and its communities helping them identify and meet their development needs in the areas of economic, industrial, and community development. Duties are performed under general supervision with allowance made for the use of independent judgement in carrying out the details of the work. Supervision may be exercised over subordinate clerical personnel. A Development Specialist does related work as required.

TYPICAL WORK ACTIVITIES:

- Maintains an inventory of federal, state, and local programs designed to aid local communities, business, industry, along with public and private sector lending institutions and/or agencies;
- Helps local officials identify needs and establish priorities;
- Seeks to integrate new projects with existing programs;
- Assembles development information from statistical and demographic sources, questionnaires, and a variety of publications and agencies;
- Assists localities in the preparation of grant applications;
- Aids in the formulation of financing packages acceptable to lenders;
- Participates in the development of package tours for offering to travel brokers and agents;
- Distributes promotional literature to the public;
- Assists in the development of special promotional programs targeting specific markets;
- Promotes the development and marketing of local special events;
- Speaks before community groups and other gatherings to further understanding of development objectives.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Good knowledge of economic and community development needs in Cattaraugus County; good knowledge of Federal, State, and local agencies and programs able to provide assistance to communities, business, and industries in the region; working knowledge of grant administration; working knowledge of business finance; ability to communicate effectively both orally and in writing; ability to compile statistical and demographic data from a variety of sources; ability to prepare grant applications; ability to supervise the work of others; ability to understand and carry out oral and written instructions; physical condition equal to the demands of the position with reasonable accommodation made by the employer for physical handicap..

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in planning, business or public administration, economics, accounting or finance, marketing, public relations, journalism or communications, English, or travel and tourism;

OR

- B. Four years of experience in planning, economic development, business or public administration, accounting or finance, marketing, public relations, journalism, or a position regularly involving narrative writing and editing responsibilities;

OR

- C. An equivalent combination of training and experience as defined by the limits of (A) and (B).

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Revised: 7/16/91

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