

## INDUSTRIAL PROGRAMS SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: This work involves promoting the growth of business in Cattaraugus County by providing technical assistance in areas such as marketing strategies, grant procurement, and a variety of related topics. Duties are performed under general supervision with allowance made for the use of independent judgement in carrying out responsibilities of the position. An Industrial Programs Specialist does related work as required.

### TYPICAL WORK ACTIVITIES:

- Compiles list and monitors data basis of current government contracting solicitation;
- Makes local businesses aware of opportunities presented by government contracts;
- Aides in the preparation of grant applications for area businesses;
- Provides information to local businesses in their efforts to secure government contracts;
- Provides technical assistance to businesses in bid specification proposals;
- Reviews regulations of bid specifications and monitors post award requirements;
- Prepares a variety of fiscal, statistical, and business management information.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of business administration practices and principles; working knowledge of business finance including federal and state programs designed to aid businesses; working knowledge of permits, licenses, and other regulations applicable to business; knowledge of advertising and marketing; ability to express ideas and concepts clearly and concisely both orally and in writing; ability to understand and interpret financial statements; ability to secure and maintain an effective working relationship with the business community; confidentiality; physical condition sufficient to perform the essential functions of the position.

### MINIMUM QUALIFICATIONS: Either:

- 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 or communications, and one (1) year of experience in business or public administration, economics, economic development, marketing, accounting, finance, or public relations;

OR

- B.) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree and three (3) years of experience in business or public administration, economics, economic development, marketing, accounting, finance, or public relations;

OR

- C) Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience in business or public administration, economics, economic development, marketing, accounting, finance, or public relations.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION