



City of Newburgh, New York

www.cityofnewburgh-ny.gov

ECONOMIC DEVELOPMENT SPECIALIST

Part Time Position: 17.5 Hrs. per week

Provisional Civil Service Appointment Pending Exam

Salary: \$28.00/hr.

DISTINGUISHING FEATURES OF THE CLASS:

This professional position involves assisting in the development and administration of a program to attract businesses and industries to locate within the City, and to promote expansion of existing businesses and industries. The work involves personal contact with a variety of public and private agencies and officials and requires a high level of discretion in dealing with highly sensitive and confidential information. The work is performed under the general direction of the Director of Business and Industrial Development. Supervision may be exercised over subordinate staff. Does related work as required.

EXAMPLES OF WORK (Illustrative Only)

- Meets with and advises business and industry representatives on such factors as desirable locations, availability of land, amount of capital needed, methods of determining and purchasing necessary materials;
- Markets the City to prospective businesses;
- Gathers current data on available business/industry facilities and plants, suitable sites, labor, utilities, transportation and marketing facilities and other community resources of interest to prospective businesses and industries seeking to locate within the City;
- Provides technical assistance to developers in assembling projects;
- Assemble financial and loan application packages involving community development grants and other federal or state funds;
- Prepares cost estimates for proposals and economic development activities;
- Analyses financial statements and performs complete credit analyses of firms to determine ability to undertake additional debt;
- Recommends acceptance or rejection of a firm based on financial/credit analysis;
- Acts as liaison with local financial institutions regarding loan applications;
- Provides support for the redevelopment and marketing of City-owned properties, including "brownfields";
- Maintains records of economic development activities and prepares required reports;
- Assists Director of Business and Industrial Development in a variety of administrative activities including program planning and fiscal management.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Good knowledge of federal and state economic development programs; Good knowledge of the economic development needs of the City;
- Good knowledge of federal and state aid or grant programs available for the City;
- 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 make clear and concise oral and graphic presentations;
- Ability to read and interpret complex written and financial materials;
- Ability to read and interpret financial statements and make judgments about a firm's financial condition;
- Ability to prepare cost estimates, grant applications, and loan packages;
- Ability to develop and maintain cooperative working relationships with prospective clients, business officials and the public;
- Initiative, tact, resourcefulness, discretion, sound professional judgment;
- Physical demands commensurate with the demands of the position.

MINIMUM QUALIFICATIONS TO APPLY: EITHER:

- A. Master's Degree in Business, Economics, or related field and one year of professional experience in banking, real estate development, business development, economic development or related field, OR;
- B. Bachelor's Degree in Business, Economics, or related field and two years of professional experience as described above. OR;
- C. Graduation from high school or possession of a high school equivalency diploma and five years of professional experience as described above.

SEND RESUME AND COVER LETTER BY JANUARY 31, 2012 TO:

**Newburgh Civil Service Office
City Hall 83 Broadway
Newburgh, NY 12550**

**Or via e-mail to:
mmills@cityofnewburgh-ny.gov**

CITY OF NEWBURGH – AN EQUAL OPPORTUNITY EMPLOYER