NOW SEEKING QUALIFIED CANDIDATES FOR:
DIRECTOR OF ECONOMIC DEVELOPMENT

About the Opportunity

Allegany County is now seeking qualified applicants for the position of Director of Economic Development.

The incumbent is appointed by the Allegany County Board of Legislators and performs work under the supervision of the County Administrator, with wide leeway allowed for the use of independent judgment in the performance of job duties and tasks.

The Director of Economic Development will work with public and private entities at the local, regional, and State level, and is responsible for planning, coordinating, and encouraging all facets of business, industrial, recreational, commercial, tourism, and economic development in Allegany County including the retention, expansion, attraction, and growth of visitors, residents, businesses, and industries within the County. Supervision is exercised over the work of professional and non-professional employees as well as the work of outside consultants.

Typical Work Activities

The Director of Economic Development will:

- Determine the feasibility and potential value of proposed projects and make recommendations;
- Identify, evaluate, and maintain an up-to-date inventory of existing and potential development sites;
- Prepare studies, reports, and recommendations relevant to the County’s economic development goals;
- Supervise consultants;
- Maintain relationships and coordinate economic development projects with representatives of local and regional economic development agencies, financial institutions, government officials, industry representatives, and community leaders;
- Develop and maintain inventory of tourism assets and partners, and works with a wide range of local and regional tourism partner organizations to increase visitor volume and expenditures in Allegany County;
- Oversee the Western NY Wild brand, marketing, and communications.
- Provide regular reports to the Board of Legislators regarding the activities of the Office of Economic Development.

Knowledge, Skills, and Abilities

- Thorough knowledge of the principles and practices of economic development;
- Thorough knowledge of the geography and demography of Allegany County;
- Knowledge of Federal and State economic development assistance programs;
- Ability to establish and maintain good working relationships;
- Ability to read and interpret complex written materials;
- Ability to communicate effectively both orally and in writing;
- Willing to meet travel requirements involving travel within the county, state, and out-of-state.

To view a complete job description, please follow the link below:

VIEW FULL CAREER OPPORTUNITY

Live Deliberately.
Minimum Qualifications

(A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor’s degree and three (3) years of satisfactory experience in business development*, or Economic Development; or
(B) An Associate degree and five (5) years of experience as described in (A);
(C) Seven (7) years of experience in as described in (A).

*business development – the activity of pursuing strategic opportunities for a particular business or organization, for example by cultivating partnerships or other commercial relationships, or identifying new markets for its products or services

Apply

Please submit your resume, cover letter, and references to:

Carissa M. Knapp
Allegany County Administrator
7 Court Street
County Office Building, Room 213
Belmont, NY 14813

About Allegany County

Situated along the upper Genesee River and bordering Pennsylvania to the South, Allegany County, known as the Western NY Wilds, is a welcome retreat for visitors, residents, and businesses alike. Amidst our lush green forests and hills, you’ll discover a lifestyle that is safe, accessible, and affordable.

Learn more about how to Live Deliberately with us by visiting wnywyls.com.

Outdoor Experiences

Here, we believe that communing with nature brings out the best of our human nature. In the Western NY Wilds, there’s no shortage of opportunities to experience the great outdoors for yourself.

There’s Art in our Nature

Art lives within our landscapes. Allegany County is home to a vibrant community of artists and artisans. A selection of these creators open up their studios every fall for the Allegany Artisans Studio Tour Weekend.

About Our Community

The Western NY Wilds are home to about 47,000 year-round residents, in addition to numerous second home owners.

Whether you choose to locate in one of our 29 towns or 10 quaint villages, you’re never far from shopping and dining amenities or the outdoor experiences that keep us grounded.

About County Government

The Allegany County Legislature is made up of five districts, covering 1035 square miles of wildly beautiful landscape. Each district elects three representatives to serve a four year term on the Board of Legislators.