



## County of Lewis Industrial Development Agency

**Position Description:** Executive Director

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### **POSITION SUMMARY:**

The Executive Director will be an employee of the LCIDA responsible for all of the organizations functions. Additionally, as part of the LCIDA team the director will have general responsibility to guide the economic development programs and activities for Lewis County Economic Development as a whole.

This position involves overall responsibility for the economic and community development activities in the County. This includes planning, directing, and implementing programs to encourage and attract private and public investment, create economic growth and employment opportunities and enhance the quality of life in Lewis County communities.

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**ESSENTIAL POSITION DUTIES:** *Additional duties may be assigned & existing responsibilities may change as deemed appropriate.*

- Coordinates and directs economic development programs and activities and maintains liaison with other officials, representatives or industry and community leaders;
  - Work closely with all governmental organizations and other local agencies to ensure a comprehensive approach and to maximize the resources available to support economic development.
  - Maintain relationships with other local, state, and federal agencies to leverage Lewis County Economic Development's marketing efforts, provide access to revolving loan funds and obtain assistance in project development
  - Represent the County in discussion with other governments, organizations, agencies and individuals to formulate policies or develop planning criteria or methods for assessing the merits of various community development programs;
  - Responsible for interaction with organization legal counsel.
- Manage negotiations with companies for the LCIDA's four basic forms of financial assistance: Mortgage Recording Tax Exemption, Sales and Use Tax Exemption, Real Property Tax Abatement, and Issuance of Bonds and Notes. Oversee proper administration of these tax incentive programs as set forth in NYS Law.
  - Understand the structure of Sales-Lease and Bond Transactions
  - Assist project owners/developers/prospects with technical and financial support.
  - Inform local governments, where appropriate, of LCIDA projects in their jurisdictions.
- Manages the contact and connection with existing Lewis County businesses and Naturally Lewis marketing program;
  - Maintain contact with existing Lewis County businesses, in particular larger manufacturing operations, to provide support and assistance as needed.

- Guide the implementation of County Business Retention and Attraction Plan
- Manage small business assistance programs including micro loan program, CDBG micro grant program, etc.
- Responsible for Naturally Lewis marketing and outreach for business attraction.
- Identify and cultivate leads and prospects for economic development.
  
- Responsible for LCIDA assets, policies and compliance;
  - Ensure the proper management of the Agency's assets.
  - Responsible for existing owned properties and evaluation and negotiation for any new properties.
  - Enforce the LCIDA Board policies and report to the board as required.
  - Prepare and adhere to LCIDA short and long-term plans and budgets.
  - Ensure Agency compliance with all applicable local, state and federal laws. Oversee compliance with all reporting requirements.
  
- Provide publicity, when needed, and handle media requests regarding Economic Development in Lewis County
  
- Management of staff
  - Responsible for management of all Agency, including supervision, delegation of duties and performance appraisals. Recommend compensation for staff for final board approval.
  
- Board of Directors management
  - Responsible for reporting all activities to LCIDA Board of Directors
  - Interact with Board officers and board members
  - Guide the Board and the organization in following the strategic vision for economic development.

**ESSENTIAL QUALIFICATIONS:** *To perform this job, an individual must be able to perform or ensure agency performance of all duties outlined as well as any other activities required to ensure Lewis County Economic Development is sustainable. The requirements below represent the minimum knowledge, skill, and/or ability required.*

- **PREFERRED EDUCATION and/or EXPERIENCE:**
  - Bachelor's degree (BS or BA), and
  - minimum of 36 months related experience and/or training, and
  - a strong business background.
  
- **COMMUNICATION SKILLS:**
  - Ability to communicate and interact with all parties the agency works with – elected officials, private businesses, state agencies, elected officials, staff, the public, media, etc.
  - Ability to effectively present information and respond to questions from company managers, public officials, clients, media, and the public.
  - Effective written communication; ability to develop reports, presentations, grant applications, etc.
  - Public Speaking

- **ECONOMIC DEVELOPMENT EXPERIENCE:**
  - Understanding of basic principles and methods to manage effective programs and guide organizational strategy for economic development.
  - Knowledge of business principles, financing and loan concepts, tax incentives and legal matters.

**ADDITIONAL REQUIREMENTS:**

- Confidentiality is required.
- Attendance may be required for training, education, or seminars.
- Frequent travel is required.
- Attendance of meetings and functions outside of normal business hours

*County of Lewis Industrial Development Agency is an Equal Opportunity/Affirmative Action Employer.*

*All job applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, age, marital status, disability, veteran status or any other protected class as required by law.*