

## **CONFIDENTIAL ASSISTANT TO THE DIRECTOR OF ECONOMIC DEVELOPMENT**

**DISTINGUISHING FEATURES OF THE CLASS:** This is specialized professional work involving responsibility for providing confidential support to the Director of Economic Development for economic development, tourism, including initiatives to attract businesses to Rockland County to expand and facilitate the viability of existing businesses and to develop diverse and valuable human, physical and economic resources in order to stimulate economic growth and opportunity. The work is performed under the direction of the Director of Economic Development but with considerable leeway of independent judgment in planning and carrying out assignments. Supervision may be provided to technical staff. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Complete and analyze action plans and provide recommendations to the Director of Economic Development regarding policies, procedures, and general administrative issues pertaining to initiatives to attract businesses to Rockland County to expand and facilitate the viability of existing businesses, and economic resources in order to stimulate economic growth and opportunity;  
Compose letters for official signature which includes responding to requests for information;  
Act as liaison between the Director of Economic Development and local businesses, government officials at the County and State level, community organizations to encourage businesses and industries to locate in Rockland County and gather and provide information, and make recommendations, etc.;  
Meet with local Towns and Villages to identify and pursue job attraction opportunities and support their economic development efforts;  
Assist in the promotion of Rockland County as a filming destination and work with production and municipal filming representatives;  
Respond to inquiries about county economic development and tourism as a business and tourism destination by providing information about the local business climate, events and actions;  
Analyze and maintain data on the impact of current and past marketing campaigns and the yearly impact of tourism and filming;  
Represent the Director of Economic Development in meetings, conferences, committees, etc., as assigned;  
Prepare a variety of reports, as assigned.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:**

Good knowledge of the principles and practices of economic development; good knowledge of the principles and practices of tourism; good knowledge of the Rockland County business community; good knowledge of office terminology, procedures and equipment; good knowledge of office management; ability to supervise the work of others; ability to communicate effectively, both orally and in writing; ability to establish and maintain cooperative working relationships with others; ability to prepare reports and other materials from general instructions.

**MINIMUM QUALIFICATIONS:** Qualifications determined by the appointing authority.

R.C.D.P. 01.01.2024

PJC/Exempt