ECONOMIC DEVELOPMENT SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: This is primarily professional and technical work involving responsibility for diverse functions in the Office of Economic Development and Tourism to promote tourism in Rockland County and to implement programs and procedures in accordance with the Workforce Investment Opportunity Act (WIOA). The work is performed under the general direction of the Director of Economic Development. Does related work as required.

TYPICAL WORK ACTIVITIES:
Assists the Director of Economic Development in implementing and ensuring compliance with the Workforce Investment Opportunity Act (WIOA) by scheduling and coordinating meetings, preparing and distributing informational materials regarding the WIOA, preparing a variety of reports, etc.;
Assists with the administration and implementation of WIOA grants by preparing operational and fiscal records, preparing grant status reports, gathering and organizing information to monitor and document the services and effectiveness of grant programs, etc.;
Assists the Director in promoting tourism in Rockland County by scheduling and attending meetings with businesses, community organizations, etc., in order to provide information, gathering information about business interests and community needs, preparing routine correspondence and reports, etc.;
Prepares and distributes informational materials regarding tourism opportunities in Rockland County;
Responds to inquiries about Rockland County as a tourist destination by providing information about events, local attractions, etc.;
Develops and maintains the County of Rockland Tourism website by updating information, managing the organization of the website, researching information to enhance tourism information, monitoring events, etc.;
Organizes and oversees the day-to-day operations of the office by developing and maintaining files and records, ordering supplies, organizing documents, etc.;
Coordinates and processes movie/film location and related requests and acts as the primary liaison with film scouts and movie houses, as needed;
Attends a variety of meetings and conferences related to tourism and workforce development, as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:
Good knowledge of the requirements and purposes of the Workforce Investment Opportunity Act; good knowledge of the structure of Rockland County government and its programs and services; good knowledge of the principles and practices of tourism; good knowledge of the County of Rockland's economic and local development practices, procedures, and goals; good knowledge of local businesses and community groups, including their economic development concerns and needs; ability to organize the activities of an office; ability to prepare written material; ability to understand and interpret written material; ability to establish and maintain cooperative relations with others.

(over)
MINIMUM QUALIFICATIONS:

1. A Bachelor's degree and one (1) year of professional or technical experience (i.e. non-clerical) in economic development that substantially involved responsibility for WIA/WIOA activities (e.g., counseling, job placement, recruitment, screening and selection of enrollees, coordination and/or implementation of operations, development and/or implementation of program activities, monitoring WIOA grant funds, etc.); or

2. An Associate's degree and three (3) years of professional or technical experience (i.e. non-clerical) in economic development that substantially involved responsibility for WIA/WIOA activities (e.g., counseling, job placement, recruitment, screening and selection of enrollees, coordination and/or implementation of operations, development and/or implementation of program activities, monitoring WIOA grant funds, etc.).

NOTE: Additional years of experience may be substituted for college on a year-for-year basis (e.g., high school or an equivalency diploma and five (5) years of the experience described in #1 and #2 shall be deemed qualifying).