



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Cheryl Dinolfo  
County Executive

Brayton McK. Connard, SPHR  
Director

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**TITLE:** CHIEF ECONOMIC DEVELOPMENT OFFICER

**SALARY:** \$96,584 - \$122,038 annually

**LOCATION:** Monroe County Department of Planning and Development

### **JOB SUMMARY:**

This is a Monroe County government department head level position responsible for directing the Department of Planning and Development and serving as the County's Chief Economic Development Officer. This position also serves as the Executive Director of the County of Monroe Industrial Development Agency (COMIDA), the Monroe County Industrial Development Corporation (MCIDC), and the Greater Rochester Outdoor Sports Facility Corporation (GROSFC). Duties involve planning and coordinating the development and re-development of the County, planning for the County's economic growth, and promoting community-wide coordination of economic development activities. General supervision is exercised over a professional staff. The employee reports directly to, and works under the general supervision of the County Executive. Does related work as required.

### **CHARACTERISTICS OF THE IDEAL CANDIDATE:**

Master's or Bachelor's degree in Economic Development, Community Development, Planning, Business Administration, Public Administration, Government, Finance, Economics, Architecture, Civil Engineering, or a closely related field, plus four (4) to six (6) years paid full-time or its part-time equivalent experience in economic development, community development, real estate development, planning, or public administration, two (2) years of which must have been in an administrative capacity\*.

\*Administrative capacity, for the purposes of these qualifications, is defined as having responsibility for the direction and control of an organization or organizational unit. In addition to supervision of work groups, the work must have involved planning, resource allocation, program evaluation and policy formulation.

### **SPECIAL REQUIREMENTS:**

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

### **RESIDENCY REQUIREMENT:**

Applicant must be a resident of Monroe County at the time of appointment.

### **APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:**

MONROE COUNTY DEPARTMENT OF HUMAN RESOURCES  
39 WEST MAIN STREET – ROOM 210  
ROCHESTER, NEW YORK 14614

<https://cs.monroecounty.gov/hrapply/apply/exam/2590>

**Application Deadline:** Until Filled.

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210 County Office Building, 39 West Main Street, Rochester, NY 14614-1471  
PHONE: (585) 753-1700 TTY: (585) 753-1091 WEB SITE: <http://www.monroecounty.gov>

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An Equal Opportunity Employer