

TOWN OF MONTGOMERY INDUSTRIAL DEVELOPMENT AGENCY

JOB DESCRIPTION - EXECUTIVE DIRECTOR

Job Purpose

The Executive Director is responsible for the successful leadership and management of the Town of Montgomery Industrial Development Agency (the “Agency”) according to the strategic direction set by the members of the Agency (the “Board”). The Board is appointed by the Town Board of the Town of Montgomery, New York (the “Town”). The mission of the Agency is to assist in the enhancement and diversity of the economy of the Town by acting in support of projects in the Town that create and/or retain jobs and/or promote private sector investment utilizing the statutory powers of the Agency as set forth under the provisions of the laws of the State of New York.

Primary Duties and Responsibilities

The Executive Director performs some or all of the following:

Leadership

- Participates with the Board in developing a vision and strategic plan for the Agency.
- Identify, assess, and inform the Board of internal and external issues that affect the Agency.
- Work with Board Committee’s to address Agency needs and compliance with state laws.
- Act as a professional advisor to the Board on all aspects of the Agency’s activities.
- Foster effective teamwork between the Board and other Agency staff.
- In addition to the Chair of the Board, act as a spokesperson for the Agency.
- Conduct official correspondence on behalf of, or with, the Board as appropriate.
- Represent the Agency at community activities to enhance the Agency’s community profile.

Operational Planning and Management

- Manage and direct the activities of the Agency, including industrial, commercial, retail, office, tourism and not-for-profit development.
- Promote economic growth through the attraction of new business, industrial and not-for-profit opportunities, while fostering the growth of existing business, industry and not-for-profits by contacting all significant or potentially significant existing employers.
- Develop an operational plan which incorporates goals and objectives that work towards the strategic direction of the Agency.
- Ensure that the operation of the Agency meets the expectations of (1) its clients, (2) the Board and (3) any entities providing funding to the Agency, including but not limited to the Town (each, a “Funder”).
- Oversee the efficient and effective day-to-day operation of the Agency.
- Draft policies for the approval of the Board and prepare procedures to implement the Agency’s policies; review existing policies on an annual basis and recommend changes to the Board as appropriate.
- Ensure that personnel, client, financial assistance and administrative files are securely stored and privacy/confidentiality is maintained.
- Provide support to the Board by preparing meeting agenda and supporting materials.

Program Planning and Management

- Oversee the planning, implementation and evaluation of the Agency's programs and services.
- Ensure that the programs and services offered by the Agency contribute to the Agency's mission and reflect the priorities of the Board.
- Oversee the planning, implementation, execution and evaluation of special projects.

Human Resources Planning and Management

- Determine staffing requirements for the Agency.
- Oversee the implementation of the human resources policies, procedures and practices including the development of job descriptions for all staff.
- Establish a positive, healthy and safe work environment in accordance with all appropriate legislation and regulations.
- Recruit, interview and select staff that have the right technical and personal abilities to help further the Agency's mission.
- Ensure that all staff receives an orientation to the Agency and appropriate training.
- Implement a performance management process for all staff which includes monitoring the performance of staff on an on-going basis and conducting an annual performance review.
- Coach and mentor staff as appropriate to improve performance.
- Discipline staff when necessary using appropriate techniques; release staff when necessary using appropriate and legally defensible procedures.

Financial Planning and Management

- Work with Staff and the Board (Finance Committee) to prepare a comprehensive annual budget.
- Research funding sources, oversee the development of funding plans and write funding proposals to increase the funds of the Agency.
- Approve expenditures within the authority delegated by the Board.
- Ensure that sound bookkeeping and accounting procedures are followed.
- Administer the funds of the Agency according to the approved budget and monitor the monthly cash flow of the Agency.
- Provide the Board with comprehensive, regular reports on the revenues and expenditure of the Agency.
- Ensure that the Agency complies with all legislation covering taxation and withholding payments.
- Responsible for all annual filings with the State Authority Budget Office.

Community Relations/Advocacy

- Communicate with citizens, community groups, businesses, local governments, politicians and other stakeholders to keep them informed of the work of the Agency and to identify changes in the Town.
- Establish good working relationships and collaborative arrangements with community groups, Funders, politicians, and other organizations to help achieve the goals of the Agency.

Risk Management

- Identify and evaluate the risks to the Agency's people (clients, staff, management), property, finances, goodwill, and image and implement measures to control risks.
- Ensure that the Board and the Agency carries appropriate and adequate insurance coverage.
- Ensure that the Board and staff understand the terms, conditions and limitations of the insurance coverage.

Qualifications

Education and Experience

- Any combination of education or experience equivalent to graduation from an accredited college or university with major course work in economics, business, government or a related field.
- Five years related experience and/or training in economic development and in working with the business community as well as local government. Managerial experience a plus.

Professional Designation

- None

Knowledge, Skills and Abilities

- Self-directed, requiring very little supervision.
- Passion to help the economic development of the Town.
- Knowledge of leadership and management principles as they relate to economic development organizations similar to the Agency.
- Familiarity with federal and state legislation applicable to governmental organizations similar to the Agency, including: the New York State Industrial Development Agency Act, the Public Authorities Accountability Act, human rights, health coverage, etc.
- Knowledge of current community challenges and opportunities relating to the mission of the Agency.
- Knowledge of financial management.
- Knowledge of project management.

Proficiency in the use of computers for:

- word processing.
- financial management.
- e-mail.
- internet.

Personal Characteristics

The Executive Director should demonstrate competence in some or all of the following:

- *Adaptability*: Demonstrate a willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency.

- *Behave Ethically*: Understand ethical behavior and business practices, and ensure that own behavior and the behavior of others is consistent with these standards and aligns with the values of the Agency.
- *Build Relationships*: Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the Agency.
- *Communicate Effectively*: Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- *Creativity/Innovation*: Develop new and unique ways to improve operations of the Agency and to create new opportunities.
- *Focus on Client Needs*: Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the Agency's parameters.
- *Foster Teamwork*: Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance the Agency's effectiveness.
- *Lead*: Positively influence others to achieve results that are in the best interest of the Agency.
- *Make Decisions*: Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the Agency.
- *Organize*: Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities.
- *Plan*: Determine strategies to move the Agency forward, set goals, create and implement action plans, and evaluate the process and results.
- *Solve Problems*: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions and make recommendations and/or resolve the problem.
- *Think Strategically*: Assesses options and actions based on trends and conditions in the environment, and the vision and values of the Agency.

Working Conditions

- Salary is commensurate with experience and within Agency budget limitations.
- The Executive Director will usually work in an office environment, but the mission of the Agency may often take the Executive Director to non-standard workplaces, including representing the Agency at community events.
- It is anticipated that the Executive Director will be employed on a full time basis, with the total number of working hours per week to be determined with the Chair.
- The position will require the Executive Director to attend each of the Agency's regular or special Board meetings. This may require the Executive Director to work evenings and weekends to accomplish such responsibilities.