



## **TOWN OF MONTGOMERY INDUSTRIAL DEVELOPMENT AGENCY JOB DESCRIPTION EXECUTIVE DIRECTOR**

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 and providing benefits to, 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.

### **HOW TO APPLY:**

Resume, cover letter, and three references must be received by *April 11<sup>th</sup>, 2022*. For the full job description, please email Chairman Jeffrey Crist and Secretary Meghan Hurlburt at the email addresses below.

Resumes and letters of interest, along with three professional references should be emailed to: Jeffrey Crist, Chairman, Town of Montgomery IDA at [chair@montgomeryida.com](mailto:chair@montgomeryida.com) with a copy to Meghan Hurlburt, IDA Secretary at [secretary@montgomeryida.com](mailto:secretary@montgomeryida.com).