

**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 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 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 to prepare a comprehensive annual

budget.

• Research funding sources and 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.

* Ensure the Board is informed of changes in regulation and rules with respect to IDA oversight and operations

**Preferred Education and Experience**

• 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.

**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.

• **The Executive Director may be a full time or part time position, to be determined at the discretion of the Board of Directors and Chairman.**

• 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.

**HOW TO APPLY:**

Send resume, cover letter, and three references by *June 9, 2022.*

Resumes and letters of interest should be emailed to: Jeffrey Crist, Chairman, Town of Montgomery IDA at chair@montgomeryida.com with a copy to Meghan Hurlburt, IDA Secretary at secretary@montgomeryida.com.