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**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.

**HOW TO APPLY:**

Send resume, cover letter, and three references by *June 9, 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 with a copy to Meghan Hurlburt, IDA Secretary at secretary@montgomeryida.com.