

County of Sullivan Industrial Development Agency
Economic Development Coordinator
Position Description

Overview:

The County of Sullivan Industrial Development Agency is seeking an Economic Development Coordinator to assist in carrying out the Agency's mission to promote economic welfare, recreation opportunities, prevent unemployment and economic deterioration, ensure the prosperity of Sullivan County's inhabitants, and promote tourism and trade.

Reporting:

The Economic Development Coordinator will report to the Executive Director.

Job Summary:

The Economic Development Coordinator will perform work of a diverse character, including but not limited to assisting with the administration of the Agency's tax abatement programs; assisting with the administration of Agency loan and lease programs; serving as the Agency's initial phone and in-person contact; communicating with Agency Board members, project representatives, and other stakeholders as needed; and general administrative duties including maintenance of all Agency and project files and related administrative and clerical functions.

The County of Sullivan Industrial Development Agency is a public benefit corporation that is strictly accountable to the Office of the New York State Comptroller in all of its activities. In addition to the clerical and administrative skills, experience, education, and other requirements outlined herein, successful performance of job duties requires the ability to work under pressure to meet competing deadlines and represent the Agency with respect to projects that are often controversial in nature. The successful candidate will possess a high degree of integrity, respect for confidentiality, and proven sound judgment.

Specific job requirements include, but are not limited to:

Administration of IDA Tax Abatement Programs and Projects

- Assist in the administration of the Agency's tax abatement program and projects, including but not limited to calculating, collecting, and distributing Payments in Lieu of Tax (PILOTs)
- Track the status of projects' tax bills, keep Board and staff informed of payment status
- Maintain and update project insurance electronic file
- Monitor project sales tax exemption status; file required New York State sales tax exemption forms as needed; review and ensure accuracy of forms and reports submitted by projects; maintain project sales tax exemption file

- Maintain and update electronic files tracking escrow funds held by the Agency

Loan and Equipment Lease Administration

- Prepare and send loan and lease invoices, receive and track payments, keep Board and staff informed of payment status of loan and lease projects

Grant Administration

- Assist in the development of grant applications as needed
- Prepare quarterly or other reports as required by funding agencies and ensure timely submittal

Information Technology

- Record and livestream all Board meetings and public hearings, post online in accordance with New York State requirements
- Maintain the Agency website

General Administration

- Assist in the development and dissemination of Board meeting notices, agendas, and related documents; ensure documents are promptly and properly posted on the Agency website
- Reconcile bank accounts
- Coordinate with Agency Counsel to ensure completeness of project files
- Draft meeting minutes
- Prepare monthly payment schedules for Board approval and interim requests for payment approval as needed
- Collect incoming mail, expedite or file as needed
- Assist in collection of data and information for annual internal audits
- Organize and maintain paper and electronic Agency files
- Regularly review local municipal board meeting minutes and news; summarize relevant information on economic development projects and initiatives for Board and staff
- Attend professional development workshops, seminars, and other meetings as needed
- Assist in the development of annual Agency budgets

Compliance

- Coordinate with Board members to ensure compliance with New York State training and document filing regulations
- Assist in the preparation and submittal of annual reports to the New York State Comptroller's Office
- Assist in the preparation and submittal of all other reports required under the General Municipal Law and Public Authorities Law

Education Requirements:

Completion of a bachelor's degree from an accredited college or university or an equivalent combination of education and experience

Required Skills:

- Communication skills to work with project representatives, Agency vendors, government agencies and other stakeholders
- Analytical skills to research, understand, and comply with governmental regulations and local policies
- Computer skills for hardware and software installation, maintenance and troubleshooting
- Manual skills for typing, keying, filing, storage and removal of records
- Planning and time management skills including budgeting and scheduling
- Accounting skills to handle basic accounting system entry and reporting functions
- Mathematical skills to maintain and balance accounts, verify invoices, receive and deposit funds, understand and use loan amortization schedules
- Software and word processing skills including Microsoft Word, Excel, PowerPoint, Teams, and Outlook; Adobe Acrobat; Zoom; WordPress; Quickbooks

Desired Skills:

- Five or more years of relevant professional experience
- Research and analysis skills, professional verbal and written reporting and presentation skills
- Knowledge of economic development principles, practices, and procedures
- Advanced accounting skills

Salary Range:

\$48,000 - \$55,000, depending on education, experience, and qualifications

To apply:

Please send resume, cover letter, and at least three professional references via US Mail or e-mail to:

Jennifer Flad, Executive Director
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