

Job Posting

Schoharie County Industrial Development Agency
349 Mineral Springs Road, Cobleskill, NY
Attn: Search committee

Schoharie County Industrial Development Agency (SCIDA) is seeking a CEO/administrator to lead the Agency in its' efforts to promote economic development in Schoharie County, New York. The CEO position is a part time position. The SCIDA can provide the following economic benefits: Payments in lieu of tax agreements, sales and mortgage tax exemptions along with other incentives that can be obtained on a project by project bases. The SCIDA also provides administrative services for the Schoharie County Capital Resource Corporation; which assists non-profits.

Major Duties and Responsibilities include the following:

Develop goals and work with the SCIDA Board to achieve these goals

- Work with various individuals, Agencies and other stakeholders to achieve goals
- Create and continue to build on relationships with businesses, government, and education
- Work with other economic development organizations in the area/region
- Respond to requests for proposals from businesses interested in locating to the area
- Assist interested companies with information on State and Federal resources/incentives
- Manage the SCIDA's loan portfolio
- Manage the SCIDA's properties
- Create and work with SCIDA Board on annual budgets
- Oversee personnel
- Perform reporting requirements of NYS Authority Budget and Comptroller's offices; including the overseeing and working on the annual audit.
- Report to the SCIDA Board and coordinate Board and committee meetings

Qualifications

The CEO of the SCIDA will need to be self-motivated, have the ability to work with multiple County Stakeholders, and have experience in economic and community development projects. Specific qualifications include the following:

- 5 or more years of experience in economic development or business experience with a four-year degree in related field (business, management, economics) or a four-year degree and 10 years' experience in economic and or business development.
- Strong communication skills
- Knowledge of NYS, Federal and private economic development programs
- Knowledge of financial statements and ability to handle finances
- Ability to negotiate deals
- Perform necessary administrative duties
- Ability to interpret federal and state regulations

Contact information

Interested individuals should submit a letter of interest and current resume to:

Schoharie County Industrial Development Agency

ATTN: Search committee

349 Mineral Springs Road

Cobleskill, NY 12043 or email

rfscrpc@nycap.rr.com