

ST. LAWRENCE COUNTY INDUSTRIAL DEVELOPMENT AGENCY  
 Resolution No. 10-11-35  
 November 16, 2010

**APPROVING JOB DESCRIPTIONS**

**WHEREAS**, St. Lawrence County Industrial Development Agency staff have been working to create Agency job descriptions, and

**WHEREAS**, job descriptions that more accurately reflect actual job assignments lay the foundation for the recruitment and selection of people capable of performing the Agency's work, and

**WHEREAS**, the job descriptions were reviewed by those Committee members assigned to address IDA separation and personnel issues,

**NOW, THEREFORE, BE IT RESOLVED** that the St. Lawrence County Industrial Development Agency does hereby approve the attached job descriptions and authorizes their implementation.

Move:	LaBaff			
Second:	Blevins			
<b>VOTE</b>	<b>AYE</b>	<b>NAY</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
Blevins	X			
Hall	X			
LaBaff	X			
McMahon	X			
Peck	X			
Staples	X			
Weekes				X

I HEREBY CERTIFY that I have compared this copy of this Resolution with the original record in this office, and that the same is a correct transcript thereof and of the whole of said original record.

*/s/ Natalie A. Sweatland*

Natalie A. Sweatland  
 November 16, 2010



**ST. LAWRENCE COUNTY**  
INDUSTRIAL DEVELOPMENT AGENCY

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**CHIEF EXECUTIVE OFFICER**

IDA Resolution 10-11-35 (November 16, 2010)

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**DISTINGUISHING FEATURES OF THE CLASS:** The role of the Chief Executive Officer (the “CEO”) of the St. Lawrence County Industrial Development Agency (the “IDA”) is to implement the policies set by the Board of Directors, lead the implementation of the countywide economic development plan, direct the IDA’s activities and ensure compliance with regulatory requirements governing IDA sponsorships and economic development incentives, manage the IDA’s financial programs and the day-to-day operations and assets of both the IDA and its affiliated agencies. The CEO is responsible for planning, directing, and implementing a program to improve economic conditions in the County by attracting new industry, assisting existing firms expand, and helping troubled firms. Supervision is exercised over the work of staff involved in a number of program areas. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:**

- Provide information, advice and counsel to the Chairman of the Board, Board Committees and Board of Directors in the creation of policies, programs and overall strategic direction;
- Formulate and recommend policies to the Board to ensure compliance with regulatory requirements and IDA Best Practices;
- Complete all reporting and other documents for compliance with regulatory requirements that govern the IDA;
- Direct the strategy for the IDA’s marketing plan and public relations/communications plan;
- Meet with business representatives to discuss expansion plans, development plans, and requirements and provide information and technical assistance;
- Provide financial advice to businesses and develop financial packages, including private and public funds to assist existing or new industry;
- Lead in a collaborative manner with key stakeholder groups that produce measureable results in new business development, and the retention and growth of existing businesses;
- Carry out effective and timely follow-up on business contacts and opportunities;
- Develop and maintain relationships with leaders at the local municipal, County and State levels, commercial real estate brokers, financial institutions, educational institutions, technology and transportation providers, utility providers, pro-business organizations and other development agencies to advance economic development strategies;
- Plan, direct, manage and oversee the activities and operations of the IDA;
- Manage and development the IDA’s real estate assets;

- Direct the administrative functions of the IDA including budget formulation and management, staffing and professional development;
- Routinely present relevant information on economic development and regulator compliance topics to the Board, and work with the Governance Committee to identify opportunities for Board development;
- Oversee the publication and distribution of an annual report to the Board and stakeholder groups;
- Be actively involved in local organizations, as well as State and national economic development organizations.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Thorough knowledge of the principles and practices of economic development planning and marketing;
- Thorough knowledge of the financial requirements and procedures involved in business expansion and establishing new businesses;
- Thorough knowledge of local occupational conditions and trends;
- Working knowledge of public relations and promotion techniques;
- Ability to plan, coordinate and direct a program for economic development;
- Ability to establish and maintain effective working relationship with industrial and business representatives, community representatives and government officials;
- Ability to express oneself clearly and effectively, both orally and in writing;
- Ability to supervise the work of others;
- Ability to prepare informational and marketing materials and to make presentations to individuals and groups;
- Ability to prepare records and reports;
- Initiative;
- Resourcefulness.

**SUGGESTED MINIMUM QUALIFICATIONS:**

Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in business administration, economics, marketing, planning or closely related field and four (4) years of experience in banking, economic or industrial development or marketing, one year of which must have been in a supervisory capacity.



**ST. LAWRENCE COUNTY**  
INDUSTRIAL DEVELOPMENT AGENCY

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**DEPUTY CHIEF EXECUTIVE OFFICER**

IDA Resolution 10-11-35 (November 16, 2010)

**DISTINGUISHING FEATURES OF THE CLASS:** The Deputy Chief Executive Officer of the St. Lawrence County Industrial Development Agency is responsible for overseeing professional and administrative work related to the implementation of economic development in the St. Lawrence County Industrial Development Agency and its affiliated agencies. The Deputy CEO works under the general direction of the Chief Executive Officer with considerable leeway allowed for the use of independent judgment in carrying out the details of the work. Supervision is exercised over the work of staff involved in a number of program areas. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:**

- Assists the agency head in preparation of agency program proposals, modifications and budgets, and is responsible for the overall collection and analysis of information relating to agency employment and training programs;
- Assists the CEO through the provision of technical advice useful for negotiations with potential tenants or purchasers, and through research of cost estimates for presentation purposes;
- Writes grant and/or loan applications on behalf of businesses and/or the St. Lawrence County Industrial Development Agency and/or St. Lawrence County, especially in regard to the writing of County CDBG applications and monitors the regulatory and legal changes of such programs;
- Manages administration of County economic development CDBG awards, acts as liaison with recipients of business loans and with HUD, maintains grant activity records, enforces agreements, monitors financial activity, and collects loans;
- Assists local businesses and industries in planned expansions, development of new facilities or site locations, and assists in arranging financing for such activities, if requested;
- Acts for the CEO during his/her absence;
- Prepares program analysis studies utilized in evaluating the effectiveness of programs and projects;
- Oversees all administrative details of program operations to ensure compliance with Federal, State and Local Rules, Regulations, and policies;
- Prepares marketing materials to attract industry and commerce;
- Establishes contacts and maintains liaison with Federal, State, and local agency representatives, as well as private industry representatives.

## **DEPUTY CHIEF EXECUTIVE OFFICER (Cont'd)**

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Knowledge of the principles and practices of economic development planning and marketing;
- Knowledge of the financial requirements and procedures involved in business expansion and establishing new businesses, along with knowledge of local occupational conditions and trends;
- Thorough knowledge of labor and poverty economics and social science concepts related to poverty and unemployment;
- Thorough knowledge of government regulations regarding employment and training programs;
- Thorough knowledge of local occupational conditions and trends; good knowledge of concepts and methods used in the development and maintenance of management information systems;
- Working knowledge of the legal environment of public administration;
- Ability to plan and supervise the work of others;
- Ability to establish and maintain effective working relationship with public and private individuals;
- Ability to prepare or supervise the preparation of complex and detailed tabular or narrative reports;
- Skill in analyzing and interpreting data and information related to employment and training programs;
- Ability to communicate effectively both orally and in writing;
- Ability to understand oral and written directions;
- Physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:** Either:

- A. Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in public or business administration, economics, marketing, planning or closely related field and five (5) years of experience in banking, economic or industrial development or marketing, job or training development, personnel counseling or placement, public or business administration or economics, two years of which must have been in a supervisory capacity; OR
- B. Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree and six years of experience in (A) two years of which must have been in a supervisory capacity; OR
- C. Possession of an associates degree from a regionally accredited or New York State registered college and university and eight years of experience in (A) two years of which must have been in a supervisory capacity.



**ST. LAWRENCE COUNTY**  
INDUSTRIAL DEVELOPMENT AGENCY

**CHIEF FINANCIAL OFFICER**

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IDA Resolution 10-11-35 (November 16, 2010)

**DISTINGUISHING FEATURES OF THE CLASS:** The Chief Financial Officer is a key position to the operation of the St. Lawrence County Industrial Development Agency. The position is responsible for care and custody of all funds of (and all of the funds administered by) the St. Lawrence County Industrial Development Agency, the St. Lawrence County IDA Local Development Corporation, the St. Lawrence County IDA Civic Development Corporation, and the St. Lawrence County Local Development Corporation. The position is an integral one, pursuant to New York State's Public Authorities Accountability Act of 2005 and the Public Authority Reform Act of 2009. The Chief Financial Officer also performs related work, as required.

**TYPICAL WORK ACTIVITIES:**

- Oversees all fiscal operations of the St. Lawrence County Industrial Development Agencies, including related State/Federal regulatory/oversight responsibilities;
- Oversees the processing of staff payroll through coordination with an outside payroll processing vendor;
- Provides oversight and direction to coordinate contracts, budgets, daily operations, monitoring and planning;
- Prepares and maintains all fiscal records, fiscal reports, payroll functions, vouchering and property inventory;
- Assists in the preparation and submission of budget and financial-related reports for the Public Authority Reporting Information System;
- Deposits funds in the name of the St. Lawrence County IDA and St. Lawrence County IDA Local Development Corporation, along with those funds administered by these entities;
- Signs all instruments of indebtedness, all orders and all checks for payment of money;
- Pays out and disburses such monies under the direction of the St. Lawrence County IDA and the St. Lawrence County IDA Local Development Corporation, and any monies administered by either of the entities;
- Maintains books of accounts showing receipts and expenditures, and renders to the St. Lawrence County Industrial Development Agency and the St. Lawrence County IDA Local Development Corporation at each meeting an account of transactions and the financial condition of these agencies and those agencies administered by these entities;
- Prepares annual budgets and budget modifications;
- Coordinates with accountants and auditors on financial operations;
- Interacts with Audit/Finance Committees of the St. Lawrence County Industrial Development Agency, the St. Lawrence County IDA Local Development Corporation, the St. Lawrence County IDA Civic Development Corporation, and the St. Lawrence County Local Development Corporation;
- Provides instruction on performance of new tasks, as needed;
- Attends meetings of Boards and Staff to explain budgets, policies (e.g. procurement), etc.
- Prepares grant applications, annual plans and negotiates contracts with outside service delivery providers;
- Manages various loan funds, including the collection of loan fund payments and pursuit of delinquent payments.

## **CHIEF FINANCIAL OFFICER (cont'd:)**

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Thorough knowledge of accounting systems, reporting systems, computer systems and loan programs;
- Thorough knowledge of modern general and governmental accounting, fiscal and auditing procedures and techniques, including budgeting and appropriation practices;
- Thorough knowledge of office terminology, procedures, equipment and business English;
- Good knowledge of planning, assigning, organizing, supervising, directing and evaluating the work of others;
- Good knowledge of analyzing and organizing complex data and preparing financial records and reports;
- Ability to deal effectively with the public;
- Ability to present complex written and oral presentations clearly and concisely;
- Ability to monitor and control large numbers of projects, problems and issues.

### **MINIMUM QUALIFICATIONS:**

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Accounting, Business Administration, Economics or related field, including or supplemented by eighteen (18) semester credit hours in accounting **AND** five (5) years of satisfactory full-time paid accounting or auditing experience which must have been in maintaining or auditing double-entry books of a business, including the general ledger, or in maintaining governmental agency books involving appropriation accounting and preparation of budget and financial reports, or five (5) years of satisfactory full-time banking or financial services experience that must include responsibility as either a loan officer or with loan portfolio management which shall have included three (3) years of supervisory experience; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Accounting, Business Administration, Economics or related field, or supplemented by eighteen (18) semester credit hours in accounting **AND** seven (7) years of satisfactory, full-time experience as described in (A) above, which shall have included three (3) years of supervisory experience.



**ST. LAWRENCE COUNTY**  
INDUSTRIAL DEVELOPMENT AGENCY

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**ADMINISTRATIVE ASSISTANT**

IDA Resolution 10-11-35 (November 16, 2010)

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for performing highly complex clerical duties and administrative support tasks to further the overall work of the St. Lawrence County IDA and its subsidiary organizations. The Administrative Assistant typically serves as secretary to the Chief Executive Officer, relieving him of administrative and business detail and resolving day to day operational problems. This position is distinguished from that of Secretary by virtue of its expanded scope of program support tasks, increased level of decision-making and the small amount of time spent keyboarding. The work is performed under the general supervision of the Chief Executive Officer with considerable leeway allowed for the use of independent judgment in carrying out work assignments. Supervision may be exercised over the work of clerical subordinates. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:**

- Opens, reviews and distributes incoming mail in accordance with staff assignments, researches and attaches appropriate background material to correspondence;
- Prepares responses to letters concerning program, policies and procedures for own or CEO's signature;
- Schedules and arranges meetings, conferences and appointments and assembles and coordinates background material;
- Coordinates the maintenance of and prepares agency financial, payroll, personnel and attendance records;
- Designs, sets up and maintains files of correspondence, documents and records;
- Transmits instructions from CEO to appropriate staff orally, in writing, or electronically and follows up to see that instructions are followed and deadlines are met;
- Screens callers or visitors to determine the nature of the inquiry, answers questions on established policy and procedure and/or refers to appropriate party or office;
- Prepares reports using statistical and narrative information;
- Types correspondence, memoranda, reports, minutes of meetings, hearings and conferences and related material;
- Monitors expenditures to maintain budgetary controls;
- Orders office supplies and maintains inventory of supplies and equipment;
- Supervises assigned clerical staff.

## ADMINISTRATIVE ASSISTANT CON'T.

### FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of general office terminology, procedures, and equipment;
- Thorough knowledge of business arithmetic and English;
- Good knowledge of the principles and techniques of office management and clerical processing;
- Good knowledge of the organization, functions, laws, policies and regulations, and terminology of the agency to which assigned;
- Ability to handle administrative details independently including the composition of letters and memoranda;
- Ability to analyze and summarize information in both narrative and numerical form;
- Ability to design and maintain filing systems;
- Ability to maintain program accounts and budgetary data;
- Ability to supervise the work of others;
- Ability to operate an alphanumeric keyboard such as typewriter, word processor or personal computer at an acceptable rate of speed; ability to prepare and maintain involved records;
- Ability to express oneself clearly and concisely both orally and in writing;
- Ability to establish and maintain cooperative relations with the public and other governmental and private agencies;
- Physical condition commensurate with the demands of the position.

### MINIMUM QUALIFICATIONS: Either:

- A) Graduation from a regionally accredited or New York State registered college or university with an Associates Degree in Secretarial Science or related field and two years of clerical experience in an office setting which involved typing or keyboarding primarily for word processing; **OR**
- B) Graduation from high school, possession of a high school equivalency diploma or possession of an Individual Education Plan diploma and four years of experience as stated in (A) above.



**ST. LAWRENCE COUNTY**  
INDUSTRIAL DEVELOPMENT AGENCY

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**BUSINESS DEVELOPMENT SPECIALIST**

IDA Resolution 10-11-35 (November 16, 2010)

**DISTINGUISHING FEATURES OF THE CLASS:** The work of the Business Development Specialist involves responsibility for assisting in the planning, initiation, implementation and administration of programs to attract industries to locate within St. Lawrence County and to promote expansion of existing industries. The Business Development Specialist is required to work in a number of project areas including but not limited to the preparation of grant applications, loan fund management, financial package development and the preparation of marketing plans. The work is performed under general supervision with considerable leeway allowed for the use of independent judgment in carrying out the details of the work. The Business Development Specialist also performs related work, as required.

**TYPICAL WORK ACTIVITIES:**

- Provides technical assistance in the development and implementation of marketing strategies;
- Manages and markets the revolving loan fund;
- Assists businesses in developing financial packages;
- Provides technical concerning marketing financial packaging and grant writing;
- Prepares marketing and promotional brochures for industrial development efforts;
- Researches, prepares and writes grant applications for federal and state programs relating to economic and industrial development;
- Monitors grants awarded to the municipality to assure compliance with applicable laws, rules and regulations;
- Researches cost estimates and provides technical information to relative to negotiations with potential tenants or purchasers;
- Reports project status and files reports;
- Acts as a liaison between the municipality and businesses within the municipality;
- Consults with representatives of commercial industrial and financial organizations concerning matters relating to the economic development of the municipality;
- Compiles and keeps a variety of reports and records;
- Initiates and maintains contact with small entrepreneurial firms and institutions to determine the entities' business needs;
- Maintains a positive working relationship with a variety of economic and workforce development services providers, remaining knowledgeable of their services, in order to provide connections to the business community;
- Develops and maintains relationships with employers to strengthen rapport, trust and cooperation;
- Regularly meets with employers and assesses their needs, to be kept informed of the economic health of the employer;
- Conducts group meeting with business owners to determine major business issues;
- Maintains contact with local economic development agencies to ensure coordination of effort, maximize available funding, and avoid duplication of effort;
- Does related work as required.

## **BUSINESS DEVELOPMENT SPECIALIST (cont'd:)**

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Thorough knowledge of the purposes, principles, practices, methods and terminology used in the planning and administration of economic and industrial programs, economics, business concepts and local occupational conditions and trends;
- Good knowledge of business lending principles and practices;
- Familiarity with the ability to use spreadsheets and data management software like MS Excel, MS Access, QuickBooks;
- Good knowledge of the economic and industrial needs of St. Lawrence County;
- Good knowledge of federal and state aid or grant programs available to St. Lawrence County businesses and agencies;
- Good knowledge of techniques used to gather data for statistical analysis and reports;
- Good knowledge of basic research methods and techniques;
- Working knowledge of basic public relations and publicity techniques;
- Ability to establish and maintain effective working relationships with others;
- Ability to prepare and present clear and concise technical reports;
- Initiative and resourcefulness;
- Physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

(A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Economics, Finance, Business Administration, Marketing, Planning, Urban Geography or Public Administration and three (3) years of business or economic/community development experience with a governmental/not-for-profit agency, bank, public utility or management consulting firm or three years of management or administrative experience requiring extensive public contact and responsibility for business operations in the field of finance or marketing;

**Or**

(B) An equivalent combination of training or experience as defined in (A), above.



**ST. LAWRENCE COUNTY**  
INDUSTRIAL DEVELOPMENT AGENCY

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**FACILITIES MANAGEMENT SPECIALIST**

IDA Resolution 10-11-35 (November 16, 2010)

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for planning, directing and supervising the development, construction and maintenance and renovation of economic development infrastructure and other ongoing projects of the St. Lawrence County Industrial Development Agency. Further, the work involves the coordinating and acting as liaison for environmental issues on Agency projects. The work requires expertise in industrial construction and environmental permitting. The work is performed under the general supervision of the Chief Executive Officer/Deputy CEO of the St. Lawrence County IDA, with leeway allowed for exercise of limited independent judgment. Project assignments are made by the CEO/Deputy CEO, but the Facilities Management Specialist has the responsibility for carrying out these assignments using his/her own initiative. Supervision is exercised over construction crews. The incumbent may work with small business development projects within the County. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

- Manages properties for the St. Lawrence County IDA and its subsidiary, coordinating construction or renovation, performing landlord tasks including leasing, evictions, billings, etc.
- Responsible for routine maintenance of Agency-owned buildings.
- Develops bid specifications for construction projects, and works with private contractors to ensure compliance with agreed upon standards and work orders; must exhibit knowledge of construction estimating techniques.
- Provides liaison and coordination in environmental issues and planning associated with projects coordinated by the Agency, requiring familiarity with applicable Federal, State and local regulations as to construction projects and environmental permits;
- Reports project status to CEO/Deputy CEO and files report at monthly IDA meeting;
- Assists the CEO/Deputy CEO by providing technical advice useful for negotiations with potential tenants or purchasers and by researching cost estimates for presentation purposes;
- Provides liaison, when requested, to local government institutions for the purpose of coordinating the projects of the Agency, for example, files construction, building and environmental permits;
- Assists, as directed, local businesses and industry in planned expansions, development of new facilities, or site location, assists in arranging financing for such activities if requested;
- Provides liaison between the Agency contractors and industrial clients;
- Conducts an outreach program for area small business;

- Assists the Agency by providing technical advice regarding ongoing projects and by providing financial oversight of renovation and construction projects;
- Provides assistance to local development organizations on construction matters, such as shell buildings, industrial parks, and environmental considerations;
- Gathers data and maintains files on available industrial sites;
- Reviews and assists in the development of financing packages for businesses;
- Reviews and confirms collateral;
- Prepares, coordinates and writes grant applications for State and federal programs;
- Prepares responses for State prospects, coordinating with other economic development entities to ensure complete response without duplicating efforts;
- Works with companies and municipalities to facilitate permitting, occupancy issues and payment of PILOT and taxes.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Ability to plan and organize construction and renovation activities
- Good knowledge of environmental permit process.
- Good knowledge of building maintenance procedures.
- Good knowledge of construction estimating techniques.
- Ability to communicate effectively, orally and in writing.
- Ability to establish and maintain effective working relationships with industrial and business representatives, community representatives, governmental officials and the general public.
- Ability to supervise the work of others.
- Ability to prepare and maintain records, files and reports.
- Mature judgment.
- Tact

**MINIMUM QUALIFICATIONS: EITHER:**

- A. Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in engineering and two years of experience in supervisory construction activities; OR
- B. Graduation from a regionally accredited or New York State registered college or university with an associate's degree in engineering or construction technology and four years of experience as described above.

**SPECIAL REQUIREMENTS:**

Accessibility to a motor vehicle for business use will also be required.



**ST. LAWRENCE COUNTY**  
INDUSTRIAL DEVELOPMENT AGENCY

**SECRETARY**

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IDA Resolution 10-11-35 (November 16, 2010)

**DISTINGUISHING FEATURES OF THE CLASS:** The Secretary is responsible for independently performing complex clerical operations and administrative support tasks. The Secretary typically spends approximately one half of the work time keyboarding and the rest of the time on record keeping and routine administrative tasks; and works under general supervision receiving detailed instructions only where policies have not been determined.

**TYPICAL WORK ACTIVITIES:**

- Types correspondence, memoranda, reports and other documents using a typewriter or personal computer;
- Transcribes correspondence from dictation equipment;
- Coordinates meetings and takes minutes/notes of said meetings;
- Composes and types correspondence on matters where policies and procedures are well-defined;
- Screens callers or visitors to determine the nature of the inquiry and refers to appropriate party or office and answers inquiries as appropriate;
- Schedules conferences, meetings and makes travel arrangements;
- Maintains and establishes confidential and general office files;
- Receives, sorts and distributes incoming mail;
- Checks, codes and processes requisitions, claims and bills;
- Prepares and maintains financial, statistical and personnel records;
- Orders supplies and materials;
- Collects information to be used as a basis for reports and memoranda and prepares summaries;
- Answers telephone calls and gives out information;

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Thorough knowledge of office terminology, practices and procedures;
- Good knowledge of business arithmetic and English;
- Good knowledge of the organization and functions of the IDA and its subsidiaries;
- Ability to handle routine administrative details independently; ability to operate an alphanumeric keyboard such as a typewriter or computer at an acceptable rate of speed;
- Ability to prepare and maintain program records and routine reports;
- Ability to establish cooperative relations with the public and staff in other governmental and private agencies; ability to carry out oral and written directions;
- Ability to collect information for program operations.

**SECRETARY (cont'd)**

**MINIMUM QUALIFICATIONS: Either**

(A) Graduation from a regionally accredited or New York State registered college or university with an Associates degree in Secretarial Science or related field and one year of clerical experience which involved typing keyboarding primarily for word processing; **OR**

(B) Graduation from high school or possession of a high school equivalency diploma and three years of experience as stated in (A) above.



**ST. LAWRENCE COUNTY**  
INDUSTRIAL DEVELOPMENT AGENCY

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**COMPLIANCE OFFICER**

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IDA Resolution 10-11-35 (November 16, 2010)

**DISTINGUISHING FEATURES OF THE CLASS:** The Compliance Officer oversees the St. Lawrence County Industrial Development Agency's Compliance Program. This program includes the compliance administration for the IDA Local Development Corporation, the IDA Civic Development Corporation, the St. Lawrence County Local Development Corporation and the St. Lawrence River Valley Redevelopment Agency. This position ensures that the Board members and employees are in compliance with the rules and regulations of State regulatory agencies. The Compliance Officer also monitors adherence to Agency rules and regulations.

**TYPICAL WORK ACTIVITIES:**

- Develop and monitor compliance policies, and assist in the development of new and revised internal procedures, as needed;
- Ensure that Board members and staff review IDA policies on an annual basis;
- Identify compliance training needs;
- Review new regulations;
- Ensure timely reports as outlined in the Public Authorities Accountability Act, Public Authority Reform Act and New York State Law;
- Maintain Governance Manuals for Board members and employees;
- Process Independence Certificates, per PAAA and report on status of Board makeup;
- Process Fiduciary Acknowledgements;
- Track Board training attendance and requirements;
- Ensure Procurement Policy compliance;
- Ensure Investment Policy compliance;
- Process Real Property Transaction Report and Policy review;
- Work with CFO to complete Annual Report;
- Ensure dissemination of Annual Report to required entities;
- Ensure compliance with website posting requirements of PAAA and PARA;
- Process unaudited Financial Statements to Board of Legislators;
- Work with Agency Counsel to process all FOIL requests;
- Open Meeting Law requirements;
- Executive Session compliance requirements;
- Ensure reporting and compliance requirements in Agency agreements with NYPA, SLRVRA and SLC are met.

## **COMPLIANCE OFFICER (cont'd)**

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Excellent written and verbal communication skills and organizational skills;
- Excellent research skills;
- Computer literacy with word processing and spreadsheet accounting programs;
- Extensive knowledge of all policies and procedures;
- Ability to read and interpret government regulations, trade journals and legal documents;
- Must be able to respond to inquiries from regulatory agencies, courts and outside consultants.



**ST. LAWRENCE COUNTY**  
INDUSTRIAL DEVELOPMENT AGENCY

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**HUMAN RESOURCES COORDINATOR**

IDA Resolution 10-11-35 (November 16, 2010)

**DISTINGUISHING FEATURES OF THE CLASS:** This position coordinates Human Resources policies and programs for the Agency with emphasis on the areas of employment, payroll and benefits. It is the responsibility of the Human Resources Coordinator to ensure that the Agency is in full compliance with applicable laws and regulations. The work requires excellent judgment, attention to detail, a professional demeanor and maintenance of a confidential environment. The position works closely with the Board, the Chief Executive Officer and the Deputy Chief Executive Officer in the development, implementation and ongoing evaluation of HR policies, programs, functions and activities.

**TYPICAL WORK ACTIVITIES:**

- Organizes, manages, coordinates and directs the operations and functions of personnel;
- Coordinates and participates as a selection panel member in the recruitment process, including selection, appointment process, and report preparation;
- Conducts investigations and research into reclassifications, classification and criteria advancement submissions and prepares appraisal reports of employees;
- Identifies, reviews and advises on tasks related to the recruitment process and employment strategies to meet human resources requirements;
- Undertakes quality checks of selection and recruitment processes, and acts as a liaison with the external consultant and management to ensure effective meeting of guidelines and standards;
- Undertakes quality assurance checks and acts as a liaison between external consultants and management to ensure effective meeting of guidelines and standards;
- Interprets, assists and advises employees and managers regarding cooperative agreement applications, leave management and benefit administration, and HR procedures and policies within the specified guidelines;
- Acts in a supportive role in the completion of job application materials and documents, and preparation of employment interviews and tests;
- Establishes, organizes and supervises the maintenance of Agency records, ensuring complete accuracy and confidentiality;
- Prepares, reviews, interprets, analyzes and approves a variety of data, information and reports, and makes recommendations depending on findings;
- Conducts with and advises management on supervising human resource issues; investigates human resource-related problems and makes recommendations to the Agency;
- Manages employee leaves relative to Family Medical Leave Act (FMLA), Disability, Workers' Compensation and ensures accommodations under the Americans With Disabilities Act.
- Maintains all personnel records, documents personnel and compensation changes, I-9's verifications; benefits administrations, and State and Federal employment regulation records.

## **HUMAN RESOURCES COORDINATOR (cont'd)**

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Ability to speak, write and read the English language;
- Able to work independently on a broad variety of projects;
- Able to establish and maintain healthy working relationships with people in the course of work;
- Professional appearance;
- Strong level of influence and negotiation skills;
- Working proficiency in Microsoft Excel, Microsoft Word, Microsoft Outlook and Internet Explorer;
- Ability to deliver effective results, meet tight deadlines and targets;
- Good judgment and strong decision-making skills;
- Ability to motivate and empower others to reach organizational goals.