

Jefferson County Economic Development

Chief Executive Officer

The Jefferson County Economic Development (JCED), based in Watertown, NY, seeks a Chief Executive Officer (CEO) to lead the organization and promote economic expansion and prosperity in Jefferson County. JCED is governed by an 11-member Board of Directors who set policy, goals, and direction for the organization. The CEO oversees and manages all aspects of both JCED and its sister organization--the Jefferson County Industrial Development Agency. Areas of focus include business attraction & retention; business lending programs; negotiation of tax incentives for business expansion or relocation; and partnering with other local and regional entities on a variety of initiatives supporting economic growth and development. Salary range \$115,000 to \$125,000. Submit cover letter & resume to CEO Search Committee, Jefferson County Economic Development, 800 Starbuck Ave., Suite 800, Watertown, NY 13601, or via email to dzembiec@jcida.com. A complete job description is available at www.jcida.com. Application deadline is February 23, 2024.

CHIEF EXECUTIVE OFFICER

Full Time

Salary range \$115,000 - \$125,000

Application deadline: February 23, 2024

General Description:

- The CEO carries out policy guidance provided by the Corporation Board of Directors.
- Oversees all members of the JCLDC Staff.
- Initiates new economic development programs for use throughout Jefferson County--- provides overall management to existing and on-going development programs.
- Oversees proper administration of tax incentive programs as set-forth in New York State Law through JCIDA.
- Ensures Agency compliance with all applicable local, state and federal laws.
- Works in partnership with other economic development agencies in the County and throughout the region to ensure a more comprehensive approach and to maximize the resources available to support economic development.
- Works closely with all governmental organizations to ensure a coordinated approach to community and economic development.
- Oversee preparation of reports including Annual Budget(s), PAAA compliance reports, project descriptions/estimates and loan documents.
- Negotiates PILOT and Sale/Lease back agreements with project developers.
- Ensures that the financial resources of the Corporation are used wisely and protected to the fullest extent possible and generally accepted accounting practices are used.

- Ensures that projects selected for assistance meets and/or exceeds all evaluation criteria including a cost/benefit analysis.
- Monitors and participates in North Country Regional Economic Development Council activities; maintains awareness of regional priorities; and works with staff to help local projects access state funding opportunities through the Consolidated Funding Application (CFA) process.
- Facilitates the pursuit and administration of grant funding from various sources in direct support of the agency, its partners, and local businesses that advance economic growth and development.
- Develops training/informational programs for all JCLDC staff.
- Works with CFO to ensure the financial resources of the Corporation and its blended component units are used wisely and protected to the fullest extent possible.
- Attend meetings, functions, seminars, certification classes, and other programs. as necessary as representative of the JCLDC and its blended component units.