



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta Zury
Director

TITLE: **ECONOMIC DEVELOPMENT SPECIALIST**
(Provisional* Appointment)

SALARY: \$61,872 - \$83,840 annually

LOCATION: Monroe County Department of Planning & Development

JOB SUMMARY:

This is an administrative position responsible for providing staff assistance for the County Economic Development Department. The work involves providing direct technical assistance to local governments and businesses, addressing community and economic development issues, and identifying specific economic development opportunities. The employee reports directly to, and works under general supervision of the Deputy Director or Manager of Business Development. Supervision may be exercised over a subordinate staff. Does related work as required.

MINIMUM QUALIFICATIONS:

EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree plus two (2) years paid full-time or its part-time equivalent professional experience in financial or policy analysis, urban or community planning, or economic development; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Master's degree plus one (1) year experience as defined in (A); OR,
- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENTS:

This position is subject to a background check for criminal convictions. Convictions will be considered but will not automatically disqualify the candidate. No criminal background check will occur until after a conditional offer of employment has been made, unless required prior to a conditional offer because of the nature of the position or otherwise required by law.

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

ADDITIONAL INFORMATION:

Visit: <https://www.monroecounty.gov/hr-choosemonroe> for more information on our county's generous paid time off, 14 holidays and more.

RESIDENCY REQUIREMENT:

Applicants must be a resident of Monroe County or a contiguous county at the time of appointment. Contiguous counties are Orleans, Genesee, Livingston, Wayne and Ontario. Preference may be given to Monroe County residents

APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:

MONROE COUNTY DEPARTMENT OF HUMAN RESOURCES
39 WEST MAIN STREET - ROOM 210
ROCHESTER, NEW YORK 14614

Posting Date: June 12, 2025

Posting Deadline: Until filled

*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.