

SCHOHARIE COUNTY INDUSTRIAL DEVELOPMENT AGENCY

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Chester Burton

Chairperson

JOB ANNOUNCEMENT

JOB TITLE:

Chief Executive Officer/Executive Director of the Schoharie County (NY) Industrial Development Agency (IDA)

JOB LOCATION:

Office is located in Cobleskill, NY 12043 but serves all of Schoharie County, NY

ABOUT SCHOHARIE COUNTY:

Schoharie County, NY (population 28,000) sits 30 minutes from Albany and the Capitol District and roughly 3 hours from New York City. The Schoharie County Industrial Development Agency (IDA) seeks a visionary leader to leverage the many Schoharie County assets to develop the local economy and create high quality career opportunities. Some of the County's assets include:

- Close proximity (30 minutes) to the state capital and greater Capitol District.
- Considered part of the Albany-Schenectady-Troy MSA.
- "On the Edge" of three distinct economic regions geographically.
- Home to SUNY College of Agriculture and Technology at Cobleskill, the premier "ag tech" college in New York State.
- Direct access to Interstate 88 with three interchanges.
- A robust entrepreneurial climate of innovation.
- Known as the "Breadbasket of the Revolution" during America's fight for independence.
- Strong workforce development and micro-credentialing programs through Workforce Development and SUNY Cobleskill.
- County is home to Cobleskill Hospital with emergency room, which is part of the Bassett network based out of Cooperstown, NY in a contiguous county.

The IDA is focused on promoting economic growth through a program of incentive-based allocations that assist in the construction, equipping and maintenance of facilities which lead to meaningful job creation in Schoharie County, NY.

Schoharie County is poised for an economic resurgence. County government has begun

investing in the IDA and other development efforts to build the tax base, create good paying jobs, and counteract previous outmigration. It is ideally situated with very affordable real estate, outstanding local schools, growing recreational assets, land capable of being developed and repurposed, and a skilled workforce “ready, willing and able” to take on new challenges. County government has allocated over \$1.5 million in APRA funds to two development sites to get them to shovel ready status. The IDA has site control over a 188-acre parcel .3 miles from Interstate 88 (exit 22) and a \$1 million commitment of county funds to make the site shovel ready. Currently the pre-engineering efforts are supported by an economic development award from National Grid and Track B FAST NY application to offset costs and allow for freed-up dollars to be invested in infrastructure.

ABOUT THE IDA:

The IDA is governed by a 5-member board appointed by the County Board of Supervisors. The current office configuration is small, with one full-time CEO/Executive Director and contracted administrative support staff. Its primary responsibility is to grant sales and property tax exemptions for industry which meets the IDA’s mission statement and board-set policy criteria. The IDA is focused on promoting economic growth through a program of incentives-based allocations that assist in the construction, equipping and maintenance of facilities which lead to meaningful job creation in Schoharie County. A competent, steady, and experienced leader is needed to further this focus and help supercharge Schoharie County’s economic future.

ABOUT THE CHIEF EXECUTIVE OFFICER:

The CEO of the IDA shall possess and demonstrate high ethical standards, a strong understanding of economic and business development, comprehension of State and Federal economic incentive programs, an understanding of tax incentives, be able to analyze and make recommendations relative to tax exemptions and PILOT arrangements, all while being able to communicate effectively with the public about the mission of the IDA and how the decisions of the IDA fulfill that mission.

The CEO must have the confidence to make recommendations to the IDA Board, the ability to represent the IDA and be a representative of economic development in Schoharie County through appearances locally, regionally, and nationally when necessary. The CEO must be able to work with Counsel to ensure necessary reports are filed with the NYS Authorities Budget Office, have human resources skills and the ability to work well with others. Ethical, experienced, smart, capable, and fair with business sense – that is what we are looking for.

The CEO must be prepared and skilled at marketing various developable properties, collaborate with other economic development entities (both within and outside of the county), and develop strong working relationships with elected officials at all levels of government.

The CEO will also direct the Schoharie County Capital Resource Corporation, a non-profit local development corporation, and complete all required regulatory filings.

SALARY:

The IDA Board of Directors has set a salary range for this position of \$115,000 to \$150,000

(DOQ) plus a competitive benefit package which includes NYS Retirement and health insurance with dental and vision coverage.

HOW TO APPLY:

Send resume or CV, statement of interest, discussion of successes to date, three professional references (who will not be contacted without prior approval), and applicable media clippings about the applicant. The preferred candidate will undergo a criminal, litigation, and professional background check.

Resumes and letters of interest should be emailed C/O: Chester Burton, Chairman, Schoharie County IDA at fchronis@schoharie-ida.org or mailed to: PO Box 627, Cobleskill, NY 12043.

Typical IDA CEO/Executive Director Job Responsibilities

- Negotiate Payment in-lieu-of-taxes (PILOT) agreements in conjunction with relevant municipal boards/school boards and present tax incentives and tax benefits to IDA Board for approval.
- Work closely with Schoharie County Economic Enterprise Corporation and the Schoharie County Administrator and various County Departments to offer the best chance of success for projects that will positively enhance the County.
- Assist other economic development entities with grants and site development.
- Work with County Office of Community Development Services and various municipal regulatory bodies (municipal boards, planning boards, zoning board of appeals) utilizing high ethical standards to assist business development projects with compliance.
- Work with economic partners to create and implement economic development strategies that leverage Schoharie County's unique attributes.
- Apply for and administer various grant programs for federal and/or state funds relative to economic development. Assist other agencies with economic development grant applications and administration as appropriate.
- Work with Regional Economic Development Agencies; such as MORECO, Broome Agency, etc.
- Manage compliance activities involving the New York State Comptroller's Office, the New York State Authorities Budget office, annual independent audit, and any applicable regulatory activities. Oversee daily bookkeeping and accounting tasks.
- Manage the Schoharie County IDA loan portfolio and owned properties to maximize improved economic health of Schoharie County.
- Direct development activities regarding Schoharie County IDA owned property.
- Hire, supervise, manage, and train staff.
- Interface with the Schoharie County IDA Board of Directors and the Schoharie County Board of Supervisors and relevant committees to elicit their guidance and inform them of all major aspects of economic development in Schoharie County.

- Maintain working relations with regulatory agencies, public officials, and various agencies as required to foster a business-friendly environment in Schoharie County.
- Participate in continuing education and relevant trade association seminars relevant to economic development.
- Educate the public and various boards on economic development, PILOT procedures, and tax incentives/benefits.
- Other responsibilities as initiated by the IDA Board of Directors.
- Manage the Schoharie County Capital Resource Committee (CRC).
- Administer CRC bookkeeping, audit, finances, project reporting and organize CRC Board meetings.