

BOARD OF PUBLIC UTILITIES

Jamestown, New York

NOTICE

BUSINESS DEVELOPMENT COORDINATOR

The City of Jamestown Board of Public Utilities (BPU) has an immediate opening for a Business Development Coordinator. The BPU is a full-service utility provider serving residents and businesses in Jamestown, N.Y. and surrounding communities with electric, water, wastewater, solid waste and district heating/chilling services.

Applicants must have graduated from an accredited NYS registered college or university with a Bachelor's degree or higher and (3) years of full-time paid work experience in business administration, marketing, development or economic development activities.

This position involves working closely with Local/Regional Organizations, Municipalities, Foundations, Businesses and Boards to drive a unified marketing effort to retain and attract new business to the Jamestown area. The successful candidate will serve as the lead for the Key Accounts Management Program and other programs as assigned. Work is performed under general supervision of a higher-ranking manager. Does related work as required.

The individual in this position will: participate in studies involving research, investigation and analysis of physical, economic and environmental factors related to planning; designs and implements surveys on industrial site development, area employment, and/or other topics related to business development projects; evaluate economic, statistical and demographic data to analyze best means to attract, retain or expand businesses and/or industries within the City of Jamestown; promote retention and expansion of business and industry within the city, develop and maintain a cooperative working relationship with existing businesses; identify existing business retention and expansion needs by conducting research and utilizing available resources; develop and maintain contacts with land owners, developers, site consultants, realtors, entrepreneurs, government officials, private industry representatives, chambers of commerce, and economic development related organizations and other agencies; assemble and disseminate statistical data regarding current demographic characteristics, trends, business activities, area development and planning projects; plan and participate in meetings to advise on planning matters as assigned and provide assistance with activities for various programs, employers and agencies; organize relevant conferences, meetings, seminars, webinars and events for market research, emerging trends and good public relations; prepare detailed responses to commercial and industrial development inquiries regarding site and facility options; prepare maps & marketing materials as requested or required by a prospective developer; prepare a variety of charts, advertisements, and other graphics required in support of planning and development projects; handle special planning and development related to assignments; assist in field studies, collection, tabulation and analysis of data, including census statistics, land use, economics and natural resources etc.

The successful candidate will have a: working knowledge of the purpose, principles, practices, methods and terminology used in municipal, community or regional planning and development techniques used to gather data for statistical analysis & reports; working knowledge of basic research methods & techniques, land use control, zoning principles and environmental review requirements; the ability to prepare complex written reports; express oneself clearly & concisely, both orally & in writing; analyze factual data, and prepare graphs, diagrams & reports; exercise personal discretion and sound judgment, especially when dealing with the public; and physical condition commensurate with the demands of the position.

The BPU offers a competitive salary and benefit package.

The position of Business Development Coordinator falls in the Competitive Class of the Civil Service Commission Classification Plan. All applicable rules and regulations of the New York State Civil Service Commission (including all local rules and regulations) shall apply to this position.

Direct applications, resumes and letters of interest to:

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Jamestown Board of Public Utilities
P.O. Box 700
Jamestown, NY 14702-0700

Or by e-mail to;

rsnyder@jamestownbpu.com