

## **Economic Developer**

The County of Amelia is accepting applications for the full-time salaried position of Economic Developer. The successful applicant shall plan, organize, direct and implement all economic development activities. These include, but are not limited to, assisting existing and potential businesses/industries, overseeing the preparation and maintenance of promotional materials, files and records, and related work. The successful candidate shall initiate, develop and execute programs to encourage businesses to locate, expand or remain in the County; market industrial sites and building; and develop and prepare marketing packages and provide tours.

Responsibilities further include the creation and maintenance of an economic development strategic plan and tourism plan, as well as, being the champion/driver of the County's "Work Ready Communities" initiatives and projects. The successful applicant must have and maintain a valid Virginia driver's license. Position salary is in wage band 13 (\$70,000 to \$85,000) and shall be based on qualifications. Interested individuals shall obtain an employment application and a detailed job description from either the Office of the County Administrator, 16360 Dunn Street Suite 101 or the Amelia County website ([www.ameliacova.com](http://www.ameliacova.com)) under the "jobs" tab.

Applications can be returned to the Office of the County Administrator, 16360 Dunn Street Suite 101 until 5:00 PM on July 31, 2020. Amelia County is an EOE and maintains a drug free workplace. Drug testing and background check is required. Questions about the application process can be addressed to the Amelia County Administrator's office at (804) 561-3039.

# COUNTY OF AMELIA

## POSITION DESCRIPTION

<b>JOB TITLE:</b> Economic Development Director
<b>IMMEDIATE SUPERVISOR:</b> County Administrator
<b>LOCATION:</b> Administration Building

<b>PAYGRADE:</b> 13
<b>FLSA STATUS:</b> Exempt
<b>FULL/PART-TIME:</b> Full-Time

### GENERAL DEFINITION OF WORK

- Performs difficult professional and administrative work planning, developing, initiating and directing business and industrial development programs and services.
- Assists existing and potential businesses/industries, overseeing the preparation and maintenance of promotional materials, files and records, and related work.
- Work is performed under the general direction of the County Administrator

### ESSENTIAL FUNCTIONS

- Plans, organizes, directs and implements all economic development activities.
- Initiates, develops and maintains programs to encourage businesses to locate, expand or remain in the County; markets industrial sites and buildings; develops and prepares marketing packages and provides tours.
- Develops and coordinates incentive policies and programs along with other appropriate economic development practices.
- Provides staff support to the Industrial Development Authority.
- Attends networking, educational and planning meetings; prepares and makes presentations.
- Maintains information databases and communicates property updates to regional and State departments via County website.
- Develops, maintains and updates the economic development strategic plan and tourism plan.
- Meets with and surveys County businesses/industries to obtain information and feedback regarding concerns and opportunities.
- Serves as liaison and technical advisor to the local officials, existing business/industry and business-related organizations, real estate representatives and developers on matters regarding economic development issues, programs and plans.
- Champion/driver of County's "Work Ready Communities" initiatives and projects.

- Conducts research on available economic development-related grants; prepares and/or coordinates grant applications and manages grant awards to support and advance economic development programs and activities.
- Prepares and administers the department budget; monitors expenditures.
- Prepares and presents periodic reports for the Board of Supervisors.
- Participates in trade shows and marketing events.
- Performs other related duties as assigned by the County Administrator.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Comprehensive knowledge of modern principles and practices of industrial and economic development.
- Comprehensive knowledge of the principles and practices of public and business administration.
- Ability to manage complex projects and to coordinate with multiple government and nongovernmental agencies and organizations.
- Ability to prepare clear and comprehensive reports.
- Ability to communicate ideas clearly and concisely, both orally and in writing.
- Ability to establish and maintain effective working relationships with local and State officials, engineers, developers, business community, media, associates and the general public.
- Ability to plan and coordinate the work of the department.
- Considerable knowledge of modern office procedures and equipment, including the computer software, such as Excel, Word, and Access.
- Ability to exercise independent judgment, discretion, and confidentiality in the completion of work assignments and relationships with other employees.
- Ability to speak before an audience with poise, voice control, and confidence.
- Ability to record and deliver information, to explain procedures, to follow oral and written instructions.

## **EDUCATION AND EXPERIENCE**

- Bachelor's degree with coursework in economic development, business administration, or related field.
- A minimum of three-year's experience in economic development activities and marketing, or equivalent combination of education and experience.
- Possess a valid Virginia State Driver's License.

## **PHYSICAL CONDITIONS AND NATURE OF WORK**

- Must be physically able to operate a variety of automated office machines which include a computer, printer, and other like equipment.

## **EVALUATION**

- Performance will be evaluated on the ability and effectiveness with which the incumbent accomplishes the listed responsibilities.