

JOB TITLE: Economic Development Director

ED/1

DEPARTMENT: Economic Development, Rutherford County

JOB SUMMARY: The purpose of this position is to encourage economic and business development within the county.

MAJOR DUTIES:

- o Directs the day to day operations of the department.
- o Collects data needed to provide companies a clear understanding of the business atmosphere of Rutherford County.
- o Identifies and collects site specific data on proposed building sites and available industrial buildings.
- o Responds to the needs of the Economic Development Board and the Board of County Commissioners.
- o Meets with corporate executives, state Department of Commerce officials, site selection consultants, and corporate real estate officials to coordinate the location process.
- o Develops marketing and promotional tools including printed and website materials and data.
- o Remains current in industrial permitting process.
- o Trains, supervises, evaluates and disciplines personnel.
- o Prepares and administers annual department budget.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of the principles and practices of economic and business development.
- o Knowledge of economic trend forecasting and analysis techniques.
- o Knowledge of relevant federal and state laws, county ordinances, and department policies and procedures.
- o Knowledge of real estate and construction standards and practices.

- o Knowledge of environmental regulations.
- o Knowledge of engineering terminology and construction techniques.
- o Knowledge of tax and business law.
- o Skill in developing and implementing policies and procedures.
- o Skill in problem solving and decision making.
- o Skill in management and supervision.
- o Skill in gathering and analyzing complex data.
- o Skill in operating office equipment such as a computer, copier, facsimile machine, and calculator.
- o Skill in oral and written communication.

SUPERVISORY CONTROLS: The Chairperson of the Economic Development Commission assigns work in terms of department and county goals and objectives. The work is reviewed through conferences, reports, and observation of economic development activities.

GUIDELINES: Guidelines include county and department policies and procedures. These guidelines require judgment, selection, and interpretation in application. This position develops department guidelines.

COMPLEXITY: The work consists of varied management, administrative, and planning duties. The need to be sensitive to local political factors contributes to the complexity of the work.

SCOPE AND EFFECT: The purpose of this position is to encourage economic and business development within the county. Successful performance in this position creates living wage jobs for county residents and increases the non-residential tax base.

PERSONAL CONTACTS: Contacts are typically with co-workers, other county employees, elected officials, department heads, bankers and financial representatives, attorneys, real estate professionals, developers, business owners and managers, accountants, surveyors, consultants, land owners, representatives of federal, state and local agencies, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information, resolve problems, provide services, and justify, negotiate, or settle matters.

PHYSICAL DEMANDS: The work is typically performed while sitting at a desk or table or with intermittent standing or stooping.

WORK ENVIRONMENT: The work is typically performed in an office or on site where the employee may be exposed to cold or inclement weather, noise, dust, dirt, grease, and machinery with moving parts. The work requires the use of protective devices such as masks, goggles and gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has direct supervision over Project Manager (1), and Economic Development Assistant (1).

MINIMUM QUALIFICATIONS:

- o Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- o Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- o Possession of or ability to readily obtain a valid driver's license issued by the State of North Carolina for the type of vehicle or equipment operated.