

JOB TITLE: Project Administrator
DEPARTMENT: Economic Development, Rutherford County

JOB SUMMARY: The purpose of this position is to assist in the Economic Development Director in the operations of the department.

MAJOR DUTIES:

- Works with existing business and industry to promote and lead expansion of projects
- Assists in the application of grants and business assistance programs through regional, state, and federal partners
- Assists in the preparation of responses to Requests for Proposal and other client information inquires
- Assist staff in developing research and marketing strategies for use in analysis of competitive markets
- Responsible for the development and coordination of client and project databases
- Assists with preparation for and handling of client visits
- Assists with the day to day operations of the department
- Performs other related duties as assigned

KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of the principles and practices of economic and business development
- Knowledge of research methods and techniques, GIS systems, and database development
- Knowledge if resources for grants and incentives
- Knowledge of existing industry base and allies and resources for assistance
- Knowledge of relevant federal and state laws, county ordinances, and department policies and procedures
- Skill in problem solving and decision making
- Skill in operating office equipment such as a computer, copier, facsimile machine, and calculator.

SUPERVISORY CONTROLS: The Director assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES: Guidelines include county and department policies and procedures, and supervisory instructions. These guidelines require some judgment, selection and interpretation in application.

COMPLEXITY:

The work consists of assistance with 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 assist with the task of economic and business development for the county. Successful performance in this position creates living wage jobs for county residents and enhancement of 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, solve problems, provide services, and assist with justifying, negotiating or settling matters.

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

WORK ENVIRONMENT: The work is typically performed in an office. It may also be on site where the employee may be exposed to cold or inclement weather, noise, 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 no supervisory controls.

MINIMUM QUALIFICATIONS:

Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in course of study related to the occupational field.

Sufficient experience to understand the diverse objectives and functions of the department in order to assist with the direction and coordination of the work within the department, usually interpreted to require three to five years experience.

Possess or the ability to readily obtain a valid driver's license issued by the state.

