

**ECONOMIC DEVELOPMENT DIRECTOR, VIRGINIA
POSITION DESCRIPTION**

TITLE: ECONOMIC DEVELOPMENT DIRECTOR

GENERAL DESCRIPTION

The essential function of the position within the organization is to perform and manage the tasks and responsibilities necessary to successfully implement the County's Economic Development program. The position is responsible for encouraging taxable business investment and the creation of new job opportunities within the community; to direct, encourage and manage the Department staff; and to serve as Senior Staff person and Secretary/Treasurer of the County's Industrial Development Authority. The position formulates long range goals for the organization; develops policy and position papers and negotiates with chief administrative officer and/or elected officials.

PRIMARY DUTIES: *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

Recruiting new industry investment & encouraging creation of new jobs.

Coordinating and executing the County's marketing effort.

Responding to new industry prospects with professional and creative inducement proposals.

Retaining and supporting existing industry by providing assistance to ensure continued success and expansion.

Managing the planning and development of new "product" properties and speculative or "shell" buildings; and coordinating joint product development ventures with public/private sector initiatives.

Acting as the County's primary marketer and business expansion advocate.

Representing the County on multiple boards and commissions.

Reviewing and developing long range strategic economic development marketing plans, while offering new or revised objectives, goals, and methodology; and attempting to gain political support and funding for such initiatives.

DATA RESPONSIBILITY: *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Synthesizes or integrates analysis of data or information to discover facts or develop knowledge or interpretations; modifies policies, procedures, or methodologies based on findings.

PEOPLE RESPONSIBILITY: *People refers to individuals who have contact with or are influenced by the position.*

Negotiates or exchanges ideas, information, and opinions with others to formulate policies and programs, or arrive jointly at decisions, conclusions, or solutions.

INVOLVEMENT WITH THINGS: *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

ECONOMIC DEVELOPMENT DIRECTOR

Develops and implements long range plans and programs to support the goals and objectives of the organization.

ASSETS RESPONSIBILITY: *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving major economies and/or preventing major losses through the management of a moderate sized department, authorizing expenditures of large amounts of money, and supervising the purchasing of high value materials, supplies and equipment.

SAFETY OF OTHERS: *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires responsibility for the safety and health of others and for occasional enforcement of the laws and standards of public health and safety.

MATHEMATICAL REQUIREMENTS: *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses practical application of fractions, percentages, ratios and proportions, measurements, or logarithms; may use algebraic solutions of equations and equalities, deductive geometry, and/or descriptive statistics.

COMMUNICATIONS REQUIREMENTS: *Communications involves the ability to read, write, and speak.*

Reads scientific and technical journals, abstracts, financial reports, and legal documents; writes complex articles and reports; makes presentations to professional groups.

COMPLEXITY OF WORK: *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization; requires continuous, close attention for accurate results and frequent exposure to unusual pressure.

IMPACT OF DECISIONS: *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with very serious impact - affects entire organization and the general public.

EDUCATION AND EXPERIENCE REQUIREMENTS

EDUCATION REQUIREMENTS: *Education requirements refers to job specific training and education required for entry into the position.*

Requires bachelor's degree in Business Administration, Finance, Communications, or a related field. Master's degree is preferred.

LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED: *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires professional certification(s) IEDC and/or CECD also required in the absence of in-depth professional work experience.

ECONOMIC DEVELOPMENT DIRECTOR

Requires valid driver's license or CDL.

EXPERIENCE REQUIREMENTS: *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires eight years of related experience.

AMERICANS WITH DISABILITIES REQUIREMENTS

PHYSICAL DEMANDS: *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis; and some dexterity in operating or office equipment.

UNAVOIDABLE HAZARDS: *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to dust or pollen, and traffic.

SENSORY (ADA) REQUIREMENTS: *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, and speaking.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The Montgomery County Government of Virginia is an Equal Opportunity Employer. ADA requires the County to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.