

## **POSITION DESCRIPTION**

### **JEFFERSON COUNTY DEVELOPMENT AUTHORITY**

The Executive Director is responsible for attracting new business and encouraging expansion and retention of existing businesses and agriculture to promote a stronger economic base for Jefferson County. The individual will be chief marketer and sales person for economic development in Jefferson County. The individual works under the policy direction of the Jefferson County Development Authority Board and must be a self starter. Responsibilities include the direction and success of department programs, preparing and administering budgets, developing short and long-range objectives; and overseeing the personnel function, including or effectively recommending hiring, training, and disciplining of employees.

Duties involve constant contact with corporate executives, local, state and federal government officials, community leaders and any other individuals to protect and promote the Authority's overall interest. The Executive Director must possess a high degree of diplomacy and judgment and must be able to work effectively with and influence all types of persons. Duties require a well-developed sense of strategy and timing in representing the Authority effectively:

1. Plan, organize, coordinate, direct and evaluate economic development activities within Jefferson County. Manage and mentor Development Authority staff.
2. Develops strategies that maintain and enhance the long-term viability of Jefferson County.
3. Recruit new industry and commercial investment and work with prospects to encourage the creation of new jobs.
4. Develop, oversee and coordinate the County's marketing effort.
5. Manage the negotiation of sales and leasing of property within the business parks.
6. Retain and support existing industry by providing assistance to ensure continued success and expansion.
7. Represent Jefferson County on multiple Boards, Commissions, and on the regional, state and national levels to ensure visibility and success.
8. Develop and review long range strategic economic development plans.
9. Prepare, write, and administer grant proposals related to economic development and work with other entities on the development and administration of grant proposals.

10. Prepare and maintain information which will assist in responding to inquiries about local economic development activities and opportunities in Jefferson County.
11. Work closely and cooperatively with local municipalities on their economic development plans and programs.
12. Make presentations to community groups and public agencies and represent the Authority regarding local and regional issues.

**Recommended Minimum Qualifications:**

**Education and Experience:** Bachelor's degree in business and marketing, political science or public administration from an accredited college or university with a minimum of five (5) years of related work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

**Knowledge, Abilities and Skill**

**Knowledge:** Finance, real estate, workforce issues, statistics, marketing, communications, common policies, practices and procedures of the department and office operations; laws and regulations pertinent to position functions. Working knowledge of the Internet in support of department operations.

**Abilities:** Ability to interact effectively and appropriately with the public and other personnel, perform multiple tasks and maintain confidential information.

**Skills:** Proficient personal computer skills, mathematical skills, recordkeeping and clerical skills, written and oral communication skills, public speaking, outstanding interpersonal skills, and attention to detail required. Must be a self-starter and demonstrate leadership skills.

Resumes will be accepted until **5:00 p.m., November 30, 2011** and can be submitted electronically to [lane@jcda.net](mailto:lane@jcda.net) or by mail to P.O. Box 237, Charles Town, WV 25414. For more information visit [www.jcda.net](http://www.jcda.net)

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