JOB DESCRIPTION

JOB TITLE: Economic Development Director  
FLSA: Exempt

DEPARTMENT: Chester County Economic Development  
DATE: Sep-2019

REPORTS TO: County Supervisor  
PAY GRADE: $105 – 125,000

OPEN DATE: September – 2019 **Plus Incentives**  
CLOSING DATE: Until Filled

POSITION SUMMARY:
The CCED Director promotes Chester County as a location for new and expanding business. The Director is responsible for building a solid foundation that supports economic growth, including implementing a program of work, acting as a liaison between business and local government agencies, supporting and managing CCED and staff.

The Director reports to the County Supervisor. The Director will work with and be a liaison to local and state economic development agencies and organizations to guide the economic development efforts for Chester County.

ESSENTIAL FUNCTIONS:
This class specification lists the primary duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related tasks other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Be a catalyst for sustainable economic growth in Chester County that will maintain and create jobs and grow the tax base.
- Develop and implement an Economic Development Strategic Plan with goals, objectives, and tasks for the CCED.
- Work with existing businesses and industries to identify potential markets for goods and services and assist in the expansion of existing business.
- Actively recruit new businesses to Chester County using partners, allies, and direct marketing strategies.
- Through partner agencies, support the development of assets such as infrastructure, transportation, favorable business climate, and amenities.
- Support area education and workforce development agencies and programs by relaying information on current and future workforce needs from business and industry.
- Market and promote Chester County for new business, existing business, start-ups, and talent recruitment through various marketing tools and strategies.
- Represent and serve as a lead spokesperson for the CCED in internal and external communications.
- Identify available land, sites, and buildings suitable for business development and lead product development.
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- Coordinate economic development activities between agencies - state and regional economic development boards and commissions, municipalities, etc. and maintain close contact with business development representatives of state government, railroads, utilities, and other economic development organizations.
- Initiate and assist in the application for federal or state grants and loans for economic development projects in Chester County which include securing grants for new and expanding industry projects, performing the research necessary for a successful grant application, and performing follow-up visits and surveys assuring compliance with regulations.
- Conduct research and analysis to present information to prospects on such topics as tax structure and incentives, availability of labor, education, transportation, utilities, etc. and updates information periodically to remain current.
- Be responsible for the overall administration of CCED.
- Be responsible for organizational finances, including development of budget for Council approval.
- Compile regular reports for the Chester County Council and the Chester Development Association.
- Be a participant in the hiring of staff for the CCED, which shall include the supervising, evaluating, and recommending for dismissing of a team if necessary.
- Serve as a consultant to Chester Development Association providing expert advice and counsel in formulating organizational policies, plans, and objectives.

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QUALIFICATIONS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:
Bachelor’s degree in business administration, or a closely related field, AND five (5) years of professional experience in economic development, business development, business management, regional economic analysis, marketing, land development, redevelopment, or financial analysis, two (2) years of which were in a supervisory/managerial role; OR an equivalent combination of education, training and experience.

Required Knowledge and Skills
Knowledge of:
- Bachelor’s Degree. Master’s Degree and/or Certified Economic Developer credential preferred.
- Seven years or more of experience in business, economic development, or related activities.
- Proven track record as a leader in business, economic development, or related field.
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- Ability to interact and communicate with elected officials, business leaders, community leaders, and citizens.
- Ability to multi-task in a fast-paced office environment.
- Marketing and communications experience.
- Proficient with computers, office programs, communications technology, and social media.
- Self-motivated and self-directed.
- Possess a valid driver’s license and willing/able to travel.

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The skills and abilities needed to be successful include leadership, business development, strong written and oral communications abilities, consensus building, self-motivation, resourcefulness, and accessibility.

Skills In:

- Planning, organizing, and administering economic development services and programs.
- Interpreting and applying methods, practices, procedures, and regulations related to economic development benefits.
- Developing strategies and implementing tactics for optimal economic vitality, branding, marketing, special events, and business relationships.
- Planning, organizing, supervising, reviewing, and evaluating the work of others.
- Training others in policies and procedures related to the work.
- Developing and implementing goals, objectives, policies, procedures, and work standards.
- Developing effective work teams and motivating individuals to meet goals and objectives and provide customer services in the most cost effective and efficient manner.
- Interpreting, applying, and explaining complex federal, state and local laws related to the areas of responsibility.
- Preparing clear and concise reports, correspondence and other written materials.
- Using initiative and independent judgment within general policy guidelines.
- Using tact, discretion, and prudence in dealing with those contacted in the course of the work.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

- Driver’s license.
PHYSICAL DEMANDS & WORKING ENVIRONMENT:
The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting and use standard office equipment; stamina to sit for extended periods of time; strength and agility to lift and carry up to 20 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate over the telephone, radio and in person.

To Apply the following MUST be submitted to Human Resources:
1) Cover Letter of Interest in the position
2) A Copy of Resume
3) A completed Chester County Job Application
4) A signed copy of this job description

- Via U.S. Mail: to Chester County Human Resources, P.O. Box 580, Chester, SC 29706
- In Person: 1476 J. A. Cochran Bypass, Chester, SC 29706
- Via Email: hkelsey@ChesterCounty.org

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This job description is not deemed to constitute a contract of employment. All employees of the County are in an “At Will” status whose employment may be terminated at any time, with or without notice or cause.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: ____________________________________________

SIGNATURE: ___________________________ DATE: ________________