

POSITION DESCRIPTION

JEFFERSON COUNTY DEVELOPMENT AUTHORITY (JCDA)

Executive Director

This position is responsible for attracting new business and encouraging expansion and retention of existing businesses and agriculture-based enterprise to promote a stronger economic base for Jefferson County. Employee works under the policy direction of the Jefferson County Development Authority Board of Directors, which is composed of members appointed by Jefferson County Commission. Employee is responsible for the management of three (3) full time employees, as well as one part-time employee. Responsibilities include the direction and success of JCDA programs, preparing and administering budgets, developing short and long-range objectives; and overseeing the personnel management functions, including, or effectively recommending hiring, training, and disciplining of employees.

Duties involve regular contact with community leaders, corporate executives, local, state, and federal government officials, and other individuals to protect and promote the county's economic development overall interest. Employee must maintain a high degree of confidentiality, diplomacy and good judgment and must be able to work effectively with and influence many types of individuals. Duties require a well-developed sense of strategy and timing in representing the JCDA and the county effectively in critical and important situations which may influence the well-being of the County. Duties will include, but not be limited to:

1. Plan, organize, coordinate, direct, and evaluate economic development activities within Jefferson County.
2. Coordinate and encourage the development of strategies that maintain and enhance the long-term viability of Jefferson County.
3. Recruit industry and commercial investment and work with prospects to encourage the creation of new jobs.
4. Oversee and coordinate the JCDA's marketing effort for the county.
5. Manage the negotiation of sales and leasing of property within the JCDA-owned business parks and other business parks across the county.
6. Retain and support existing industry in Jefferson County by providing assistance that ensures continued success and expansion.
7. Work pro-actively to design programs that deal with specific needs and issues of interest to the county and its residents.
8. Represent the JCDA on Boards, Commissions, and on the regional, state, and national levels to ensure visibility and success.
9. Review and develop with board involvement, long range strategic economic development marketing plans.
10. Prepare, write, and administer grant proposals related to economic development and work with other entities on the development and administration of grant proposals.

11. Prepare and maintain information which will assist in responding to inquiries about local economic development activities and opportunities in Jefferson County.
12. Work closely and cooperatively with local municipalities on their economic development plans and programs.
13. Make presentations to community groups and public agencies and represent the JCDA and the County regarding local and regional issues.
14. Communicate with, respond to, and resolve complaints, conflicts, concerns, and questions from citizens, contractors, customers, developers, business owners, and public and private agencies concerning JCDA services, activities, and programs.
15. Communicate with the JCDA Board of Directors, other Department Heads, the County Commission, county elected officials and others regarding policy issues and matters of economic development concern.

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 at least four 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.

Special Requirements: Certified Economic Developer preferred. A valid driver's license is required for this position.

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 social media, and other forms of electronic communications in support of department operations.

Abilities: Ability to manage an office staffed by highly skilled and professional employees, 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, record-keeping and clerical skills, written and oral communication skills, public speaking, outstanding interpersonal skills, and attention to detail required.

Applications can be submitted electronically to crezmer@jeffersoncountywv.org. For more information call (304) 728-3284.