

**Jefferson County
Job Description**

Position Title:	Program Manager	Grade Level:	IV
Department	Jefferson County Development Authority	Date:	January 2025
Reports to:	Executive Director	FLSA Status	Non-Exempt

Statement of Duties: The Program Manager’s responsibilities encompass agriculture development, business retention and expansion, business development and managing special projects. The employee will focus on ensuring a future for agriculture and agribusiness and expanding the economy in Jefferson County by strengthening programs in the areas of economic and business development, workforce development, education and training, marketing and communications and policy planning.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Develop and implement a comprehensive Business Retention and Expansion Program that will identify key advantages and challenges to growth for Jefferson County businesses.
2. Arrange and attend retention visits and conduct appropriate follow-up. Create and maintain a contact database of existing businesses to be used for reporting.
3. Maintain current knowledge of local, state, federal incentives useful to expanding businesses.
4. Administer and maintain the Agriculture at Home program. This includes updating the program website, developing a strong social media strategy in conjunction with other authority staff, onboarding new program participants, and communicating program changes to participants.
5. Work with farmers, farm groups, local and state delegates and governmental agencies on local and state legislative issues to promote agricultural development and advocate for policies and legislation to promote a viable agricultural economy.
6. Coordinate agritourism related activities in Jefferson County with the Jefferson County Convention and Visitors Bureau, the West Virginia Department of Tourism, and the West Virginia Department of Agriculture.
7. Responsible for researching, writing, and applying for government and private grants, and associated reporting after grant award. Grants include the Local Economic Development Grant administered by the WV Department of Economic Development.
8. Assist the Executive Director with business development, prospect activity and answering requests for information (RFI’s). Help develop and implement new strategies to attract prospects.

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9. Maintain commercial and industrial online real estate databases including Zoom Prospector with the WV Department of Economic Development, and the LOIS platform on JCDA.net and maintain relationships with real estate professionals to ensure these databases are accurate.
10. Assist with Burr Business Park lot sales.
11. Assist in the preparation of the Authority budget.
12. Assist with all Authority meetings.
13. Other duties as assigned.

Recommended Minimum Qualifications:

Education and Experience: Bachelor's degree in business, marketing, political science or public administration from an accredited college or university with three to five (3-5) 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. Strong background in real estate transactions, property management is preferred. Demonstrated experience in business management is preferred.

Special Requirements: A valid driver's license is required for this position. Background in agriculture support programs preferred.

Knowledge, Abilities and Skills

Knowledge: Common policies, practices and procedures of the department and office operations; laws and regulations pertinent to position functions.

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

Skills: Proficient personal computer and technology skills, research skills, recordkeeping, and clerical skills, written and oral communication skills. Outstanding interpersonal skills and attention to detail.

Grade and Salary:

80 hours

Grade IV

Salary Range: \$42,660 - \$68,256