

## Jefferson County Job Description

<b>Position Title:</b>	Director	<b>Grade Level:</b>	VII
<b>Department</b>	Office of Economic Development; Department of Engineering, Planning, and Zoning	<b>Date:</b>	January 2026
<b>Reports to:</b>	Director of the Department of Engineering, Planning, and Zoning	<b>FLSA Status</b>	Exempt

**Statement of Duties:** A County Economic Development Director leads the county government’s economic development efforts — focusing on policy, strategy, business support, and coordination with elected officials and county departments. This role is part of the county’s administrative structure (reporting to the Director of the Department of Engineering, Planning, and Zoning) and aims to align economic development activities with broader county goals.

### **Essential Functions:**

*The essential functions or duties listed below are intended only as illustrations of the various type 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. Plan, organize, direct, and manage the County’s economic development programs and initiatives.
2. Develop and implement strategies to attract new businesses, retain and expand existing businesses, and diversify the local economy.
3. Prepare and oversee the Office’s budget; coordinate grant applications, incentive programs, and economic development plans in alignment with County priorities.
4. Work closely with County departments (planning, zoning, building permits, etc.) to align development activities with County ordinances and goals.
5. Serve as the County’s primary point of contact for economic data, site selection assistance, and business outreach.
6. Serve as the County’s liaison to the Jefferson County Development Authority, ensuring coordination and alignment with County objectives; may serve in a dual role as Executive Director if separately appointed by the Authority’s Board.
7. Establish performance metrics and reporting mechanisms to track economic development outcomes, including business activity, investment, and program effectiveness.
8. Ensure economic development activities are conducted in compliance with applicable laws, County policies, and public ethics and transparency standards.
9. Perform other duties as assigned.

### **Knowledge, Abilities and Skill**

#### **Knowledge:**

- Principles and practices of public-sector economic development, including business attraction, retention, and expansion
- Economic development incentive structures, grant programs, and public financing tools used by local governments
- Local land-use frameworks, development processes, and regulatory considerations

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affecting economic growth

- Government budgeting, program administration, and performance measurement

### **Abilities:**

- Provide strategic leadership and coordinate complex economic development initiatives within a county government environment
- Analyze economic data and market trends to support informed decision-making and program design
- Build productive working relationships across County departments, with elected officials, and with external stakeholders
- Balance economic development objectives with public accountability, transparency, and long-term community goals

### **Skills:**

- Strategic planning and program management in a public-sector setting
- Business development
- Grant development, incentive coordination, and fiscal oversight
- Clear, professional oral and written communication for technical and non-technical audiences
- Organizational leadership, collaboration, and problem-solving

### **Qualifications and Background:**

**Education/ Basic Knowledge:** A master's degree in economic development, public administration, business administration, urban or regional planning, or a closely related field is required. Professional credentials such as Certified Economic Developer (CEcD) or an equivalent economic development certification are highly desirable.

Requires advanced theoretical and technical knowledge of a broad-based professional field, such as information systems, business administration, or public administration. Equivalent to a master's degree or extensive training and certification in information technology leadership and systems management. (4<sup>th</sup> degree)

**Experience:** Ten (10) years of progressively advanced work experience in economic development, public administration, community development, or a closely related field is required. Experience working in and with West Virginia governmental, quasi-governmental, or economic development entities is highly desirable. Completion of leadership development programs such as Leadership Jefferson and/or Leadership West Virginia is also highly desirable.

**Accountability:** Responsible for technical processes, service delivery, and the development and oversight of the County's economic development strategic direction. Consequences of error, missed deadlines or poor judgement could result in excessive costs, delay of service delivery, or legal repercussions to the County. (4<sup>th</sup> degree)

**Judgment:** Works within general policy guidelines but must exercise significant judgment in developing office goals, prioritizing economic development initiatives, coordinating incentive and

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grant activities, and balancing economic growth objectives with County policies, regulatory requirements, and public accountability. The position requires independent decision-making in complex and often time-sensitive situations involving multiple stakeholders. (4<sup>th</sup> degree)

**Complexity:** The work requires *examining, analyzing and evaluating facts* and circumstances surrounding individual problems, situations or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices and precedents which may be complex or conflicting, at times. Judgment is used in analyzing specific situations to determine appropriate actions. Employee is expected to weigh efficiency and relative priorities in conjunction with procedural concerns in decision making. Requires understanding, interpreting and applying federal, state and local regulations. (3<sup>rd</sup> degree)

**Supervision required:** Under *general direction*, the employee plans and carries out the regular work in accordance with standard practices and previous training, with substantial responsibility for determining the sequence and timing of action and substantial independence in planning and organizing the work activities, including determining the work methods. The employee is expected to solve through experienced Judgment most problems of detail or unusual situations by adapting methods or interpreting instructions to resolve the particular problem. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor, but ordinarily the employee plans the work, lays it out and carries it through to completion independently. Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy or other requirements; the methods used in arriving at the end result are not usually reviewed in detail. (3<sup>rd</sup> degree)

**Nature and purpose of personal contacts:** Contacts are primarily with *co-workers and the public* involving *frequent* explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations such as vendors, banks and/or developers/ contractors. More than ordinary courtesy, tact and diplomacy may be required to resolve complaints or deal with hostile, uncooperative or uninformed persons. Employee may furnish news media with routine information such as meeting agendas or departmental procedures. (2<sup>nd</sup> degree)

**Work environment:** The work environment involves *everyday discomforts typical of indoor environments such as office settings*, with *infrequent exposure to outside elements*. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant. (1<sup>st</sup> degree)

**Physical demands:** *Little or no physical demands* are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects such as ledger books, photocopy and computer paper (up to 30lbs.). (1<sup>st</sup> Degree)

**Motor skills:** Duties are *largely mental rather than physical*, but the job may occasionally require minimal motor skills for activities such as moving objects, operating a personal computer and/or most other office equipment, typing and/or word processing, filing, sorting of papers or operating a motor vehicle. (1<sup>st</sup> degree)

**Occupational Risks:** Duties of the job present *little potential for injury*. Risk exposure is similar to

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that found in typical office settings. (1st degree)

**Confidentiality:** Regular access at the *departmental level* to a wide variety of confidential information, including personnel records, client records, criminal investigations, court records, financial records. (2<sup>nd</sup> degree)

**Supervisory responsibility:** Directly responsible for the success of all Office of Economic Development. Oversees staffing, budgeting, strategic planning, and compliance. (2<sup>nd</sup> degree)

**Supervisory responsibility:**

- **Staff size:** More than one, up to and including five employees or up to 15 on call, part-time employees. (1<sup>nd</sup> degree)
- **Complexity of operations:** *Provides immediate supervision over a functional unit, section, or department* with time spent assigning, checking and reviewing work which has standardized procedures. Supervisory responsibility includes direct accountability for work results. May provide input when subordinates are evaluated, disciplined or trained by the department head. May act as the department head during absences. (2<sup>nd</sup> degree)
- **Stability of operations:** Work operations are subject to rapid changes due to technological evolution or emerging cyber threats. (3<sup>rd</sup> degree)
- **Workforce dispersion:** Most employees work in a centralized location during the same shift, though remote support may occasionally be needed. (1<sup>st</sup> degree)