

GARRETT COUNTY GOVERNMENT JOB DESCRIPTION

JOB TITLE: Director
DEPARTMENT: Economic and Community Development
REPORTS TO: County Administrator
FLSA STATUS: Exempt

SUMMARY: Plans, organizes and implements economic development functions including business retention, business attraction, incentive programs, research and planning, organizational capacity, and facility development. Implements economic development goals and objectives for the County, interfaces and coordinates with the development community, local businesses and various County departments and staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assumes management responsibilities for all services and activities of economic development including, expanding and diversifying employment opportunities; establishes and maintains a private/public partnership for positive long-term economic change and implementation of Garrett County's core strategies:

- Entrepreneurship Development
- Workforce Development
- Business Retention and Expansion
- Business Recruitment and Marketing
- Infrastructure Development

1. Development of short and long term economic and community development plans, as well as the gathering of information and preparation of studies, reports and recommendations to achieve such goals.
2. Analyzes existing economic situations relative to business attraction and expansion; monitors program performance and provides reports to the County Administrator and Board of Commissioners.
3. Becomes familiar with the existing inventory of available building and businesses in the County and the municipalities, including both public and private building and land areas.
4. Monitors and evaluates the effectiveness of various economic development programs and efforts.
5. Manages the development and implementation of economic change through retention, expansion and attraction of commerce and light industry, and the creation of incentive zone/programs.
6. Develops infrastructure (industrial parks, shell buildings, utilities, transportation, etc.) to support business growth and expansion.
7. Represents the County at appropriate civic, cultural, charitable, business and community activities as well as serves on boards, commissions, committees and organizations related to the areas that are critical to the County's goals and interest.
8. Prepares and presents annual budget for approval by the Board of County Commissioners and County Administrator.
9. Maintains a liaison with various local, state and federal agencies, coordinating projects with agencies as deemed necessary and appropriate.
10. Provides information and /or makes presentations to supervisors, boards, commissions, civic groups, businesses, individuals, and the public on economic development issues, programs, services and plans.
11. Oversees the administration of the County's enterprise zone, tax credit, and incentive programs.
12. Identifies workforce skill needs of the business community and coordinates action with educational and training institutions to develop and provide the appropriate training/educational programs.
13. Provides project management direction and oversight.
14. Other duties as assigned.

QUALIFICATIONS:

- ❖ A strong communicator who expresses him or herself well and builds positive working relationships with other staff members, partners, consultants, funders and community members.
- ❖ A solid background in leadership, management, budget oversight and supervision.
- ❖ Must have experience completing projects through collaboration, consensus and creativity.
- ❖ A goal-oriented thinker who has the ability to set clear priorities and stay focused on project benchmarks and deadlines.
- ❖ Knowledge of economic and community development issues, principles and techniques, including state and federal policies and programs, capital improvements programming, applicable regulations and regulatory devices, associated data sources and information systems.

EDUCATION and/or EXPERIENCE:

- ❖ Bachelor's Degree in a discipline related to economic development or business and substantial experience in planning, economic and/or community development, business or related fields, OR equivalent combination of experience and training which provides the required knowledge, skills and abilities.
- ❖ Experience managing projects and people in a nonprofit, public agency or private company.

LANGUAGE SKILLS:

Must be able to communicate effectively (orally and written), possess excellent presentation skills, be able to lead discussions/meetings.

MATHEMATICAL SKILLS:

Basic knowledge of accounting, ability to formulate and evaluate financial proposals/" deals", Good basic math skills required.

REASONING ABILITY:

- Must be able to analyze data, determine trends, and apply the results.
- Ability to anticipate reaction from the public, elected officials, business community, governmental agencies, etc. to various situations.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Driver's License

PHYSICAL DEMANDS:

Works in predominately an office environment. Mobility to visit/tour construction sites, facilities, businesses, etc. required. Frequent travel (both local and out of the area) required.

WORK ENVIRONMENT:

Predominately an office environment
Frequent travel