



DELAWARE COUNTY BOARD OF COMMISSIONERS

AN EQUAL OPPORTUNITY EMPLOYER

Job Title:	Economic Development Director	Department:	Economic Development
Position Type:	Full-time, Non-bargaining unit Unclassified	Address:	91 N. Sandusky St. Delaware, OH 43015
Typical Work Schedule:	Varies The individual works within and outside typical business hours.	Pay Range:	County Compensation Plan Includes Base Salary Commensurate with Experience and Performance Incentives
Contact Information:	740-833-2120	FLSA:	Exempt
How to apply:	http://www.co.delaware.oh.us/index.php/employment		

Objectives

In collaboration with all departments, the Director is responsible for directing an innovative development plan and meeting best practices for the development and deployment of goals, objectives, and tasks of the Economic Development Department. Responsibilities of the department are recruitment and retention of businesses, including expansion of business operations in Delaware County, securing new commercial investment in the community, supporting the Delaware County Finance Authority and working with other organizations that promote smart growth policies for the community. Individual reports to the County Administrator.

Job Standards

Master's Degree in Public Administration, Business Administration or related field combined with a minimum of five (5) years of progressively responsible experience in economic development program design, execution and management with a demonstrated ability to manage and lead subordinate personnel. Or, a Bachelor's degree in Economic Development, Business Administration, Marketing or related field plus a minimum of ten (10) years progressively responsible experience in economic development program design, execution and management combined with a demonstrated ability to manage and lead subordinate personnel. Must possess a valid Driver's License and an acceptable driving record. Must meet and maintain qualifications for driving on County business at all times. All licenses and certifications must be maintained as a continued condition of employment.

Job Description

ESSENTIAL JOB FUNCTIONS:

- Develops, implements and manages an innovative economic development plan and related strategies to promote and support the growth, expansion and retention of businesses within the County;
- Performs economic development and planning duties to implement the County's goal of broadening its retail, commercial, and industrial base with a global focus;
- Develops and deploys best practices in strategic planning for economic development and best practices relative to business retention and expansion;
- Develops, implements and manages strategic plans to aid in the securing of commercial development to promote infrastructure investment in the community, including but not limited to, land use plans, utility plans, marketing plans;
- Provides staff support and executive management to private and public stakeholders, to include but not limited to the Finance Authority and One Delaware, in a manner to further the County's economic development plan, goals, strategies and projects;
- Acts as a liaison to the Delaware County Land Bank and other key organizations in the county that are focused on promoting economic development initiatives in the community;
- Responsible for the promotion and administration of the Revolving Loan Fund, Enterprise Zones, and other County economic programs to include but not limited to the Joint Economic Districts, Community Reinvestment Areas and Tax Increment Financing programs;
- Administers the Community Development Block Grant Program and other Ohio Development Services Agency Community and Economic Development Programs;
- Oversees and promotes grant opportunities for local, state and federal economic development programs;
- Coordinates and collaborates on development projects with other county offices / departments to include but not limited to; Sanitary Engineer and Regional Sewer District, Building Safety, Regional Planning, and the County Engineer for the attraction and retention of development;
- Prepares, administers and oversees the departmental annual budget;
- Presents oral and written reports to County agencies and the Board of Commissioners, economic development interest groups, other interested parties, and the public on topics that include, but are not limited to; economic development



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trends, opportunities and threats to the County's economic health;

- Maintains records and data bases of business prospects and contacts;
- Directs economic research activities to determine needs and economic impact of projects; provides technical guidance and/or assistance in solving complex and difficult planning projects;
- Attends and participates on various boards and committees as directed by the County Administrator;
- Prepares semi-annual and annual reports including, but not limited to the Tax Incentive and Revolving Loan programs and the annual Enterprise Zone report;
- Supervises, guides and directs the work of subordinate staff and consultants to include, prioritizing and assigning work; conducting performance evaluations; ensuring subordinate staff is properly trained and that applicable policies and procedures are followed;
- Performs typing, word processing, and related computer operations;
- Works outside typical work schedule/business hours as required;
- Attends trainings, meetings and conferences staying current with new trends and advances in the profession; and
- Demonstrates regular and predictable attendance and performs duties as assigned by the County Administrator.

NON-ESSENTIAL JOB FUNCTIONS:

Performs related Non-Essential functions as required.

I. JOB REQUIREMENTS

Equipment:

Ability to operate a variety of office equipment such as a computer and related software, copier, telephone, IPad, calculator, FAX, DVD player, and other equipment necessary to perform duties. Individual uses personal protective equipment as necessary. Ability to safely operate a motor vehicle is required.

Critical Skills/Expertise:

- Comprehensive and professional knowledge of economic development programs, fundamentals of negotiations and contract management;
- Ability to plan, develop and implement an economic development attraction and retention plan;
- Ability to organize and oversee multiple, complex ongoing projects utilizing strategy development principals and procedures within a fast paced environment;
- Superior networking capabilities with ability to bring established book of business contacts;
- Comprehensive knowledge of strategic and long term planning, program planning and development, financial/budgetary planning and management;
- Reason and solve complex, confidential, problems and sensitive topics;
- Ability to build public and private business partnerships with trust and credibility;
- Knowledge of and the ability to apply negotiation and conflict resolution techniques and strategies;
- Ability to establish and maintain effective working relationships with public officials, business owners, leaders, community groups, employees and subordinates;
- Thorough knowledge of and demonstrated ability to apply rules, regulations and guidelines associated with Economic Development programs;
- Aptitude for defining and solving problems, collecting data, establishing facts, drawing valid conclusions using effective judgment, and analytical skills;
- Superior communication skills, both written and verbal and through social media sites;
- Works independently, under pressure, to achieve goals and to create a supportive work environment that encourages self-motivation and team work amongst subordinates;
- Instructs and counsels staff and clients to ensure departmental organization and maintenance of information and documentation;
- Effectively plans independently and in collaboration with other staff units, state and local governments and outside agencies;
- Knowledge of and ability to: recruit, interview, and counsel; applying effective supervisory skills to professionally and effectively direct, motivate, develop, and manage subordinate personnel;
- Ability to assess situations, evaluate appropriate next steps and implement the actions needed to move the department and county forward in achieving its goals;
- Ability to think in a divergent manner and understand the greater strategic goals of the various organizations served;



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- Possess a business oriented mindset and have the ability to apply creative solutions beyond traditional regulatory policies in order to further the goals of the organizations and serve the business community;
- Thorough knowledge, adherence and aptitude to follow federal, state, county, and department policies and procedures, laws and regulations;
- Ability to consistently and effectively ensure compliance with County policies and procedures with subordinates;
- Efficiently operate computer programs such as, but not limited to, Microsoft Word, Excel, Outlook, and agency specific programs;
- Deliver excellent customer service, externally and internally;
- Proficiency in grammar, writing, mathematical skills, spelling, and punctuation;
- Ability to work effectively with clients who may be upset, distraught, irate, emotionally or mentally or otherwise unable to function within reasonable range of constructive behaviors;
- Ability to deal with many variables, define and solve problems, collect, analyze and interpret data, establish facts and determine specific action, evaluate and improve process and/or program efficiency / effectiveness;
- Ability to forecast requirements and control expenditures within budgeting guidelines; and
Thorough knowledge of, compliance with and the ability to effectively communicate with subordinates and customers within applicable national, state and local government structure, operations, functions, practices and procedures.

II. DIFFICULTY OF WORK

The Director of Economic Development is required to direct highly complex activities that are broad in scope with a number of major program responsibilities. Function generally requires the resolution of involved or controversial problems and decision-making within the scope of their authority as defined by statute or resolution of the Board of Commissioners.

III. RESPONSIBILITY

Decisions and activities of this position have a direct and significant impact on a major segment of the economy, the public or the management of Delaware County government.

IV. PERSONAL WORK RELATIONSHIPS

The Director of Economic Development has contact with co-workers, employees from public and private sector organizations, and the public. The Individual must assure that the Board of Commissioners individually and collectively, in partnership with the County Administrator, is fully aware of all matters affecting the department, actions of the department, and issues that impact upon the Board of Commissioners' capacity to oversee the department. The purpose of these contacts is to gather information, answer questions, and make presentations.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT

Physical

Requirements: Individual performs sedentary work, which may require the lifting of up twenty-five (25) pounds.

Physical Activity: The physical activity of the position is manual dexterity, talking, hearing, listening, reaching, and moving around.

Visual Activity: Individual performs work where the seeing job is close to the eyes and at or within arm's reach and also at varying distances.

Job Location: The minimum work conditions for the position indicate that the individual is not exposed to adverse environmental conditions.



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ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION

I have received a copy of the Job Description and have read and understand its contents. I acknowledge that the above description is a representation of the major duties and responsibilities of this position.

Employee:

Date:

PCN#: 1111306303
Job Code: 06301
Wage: EXEC 3
FLSA Status: Exempt
Civil Service Class: Unclassified