

**CAMBRIDGE-GUERNSEY COUNTY
COMMUNITY IMPROVEMENT CORPORATION**

JOB TITLE

Economic Development Director

HISTORY

Located in the Appalachian foothills in southeastern Ohio, Guernsey County was formed and organized on March 10, 1810. The county is named for the Isle of Guernsey in the English Channel, from which many of the county's earliest settlers emigrated. The county has a total area of 528 square miles, of which 522 square miles is land and 6 square miles is water. As of the 2020 census, the population was 38,438. Guernsey County comprises the Cambridge, Ohio, Micropolitan Statistical Area, which is also included in the Columbus-Marion-Zanesville, Ohio, Combined Statistical Area. The county seat and largest city is Cambridge.

Guernsey County is home to Colgate-Palmolive, Detroit Diesel Remanufacturing-East, Rigid Tool, FedEx, Quanex, AMG-Vanadium, Bi-Con Services, Encore Plastics, Tenneco, and the Kerry Corporation in addition to a robust, diverse mix of smaller businesses. Many of the above businesses are located in the D.O. Hall Business Center where continued site development continues. The Cambridge-Guernsey County Community Improvement Corporation (CIC) has been successful in obtaining grants from the Ohio Department of Development, Appalachian Regional Commission and others to support necessary infrastructure for the expansion and retention of local businesses.

In addition to a strong business base, Guernsey County and its communities have a strong tourism economy. Established investment locations such as in Historic Downtown Cambridge, the Living Word Outdoor Drama, coupled with the natural beauty of Salt Fork State Park and Seneca Lake, attract recreationalists and outdoor people offering visitors a diverse experience.

SUMMARY

The Economic Development Director will plan, direct and supervise all activities of the Cambridge-Guernsey County Community Improvement Corporation and Port Authority to attract, expand, enhance and retain business in Guernsey County. The Economic Development Director through his/her leadership and expertise will maintain close relationships with the Executive Committee, Board of Trustees, private and public stakeholders, and existing and potential businesses to enhance and improve the local economy. In addition, the Economic Development Director assists the Board of Trustees in establishing organizational goals and objectives, oversees financial responsibilities and implements plans and programs to attain the goals and objectives set.

The Economic Development Director reports to the Board of Trustees. The CIC Board is comprised of twenty (20) members, including the three (3) Guernsey County Commissioners; Mayors of the City of Cambridge and the

Village of Byesville; and representatives from the City and Village, Cambridge and Jackson Townships; the Community Industrial Association, and local business and the community at large.

The Economic Development Director will serve as the county's initial contract person regarding industrial prospects; and will coordinate the marketing of industrial sites and liaises with county officials, industry executives, and private developers.

ABILITIES

Candidate will possess the ability to:

- Identify opportunities for improvement in achieving the goals and objectives of the community economic development plan; direct and implement the change.
- Work closely with all government entities in the county, public officials, and existing and new business to achieve success in the implementation of the economic development goals of the community.
- Analyze existing economic situations relative to business retention, expansion and attraction. Reviews modern techniques for business attraction and retention.
- Propose, develop and implement services, programs, and policies to support the retention and expansion of business and industry in Guernsey County by using periodic "Business Retention & Expansion" (BR&E) visits to maximize communication.
- Implement policies and programs that ensure the most effective utilization of financing and incentive opportunities for economic development projects at the state and local level.
- Lead the implementation of development strategies. This includes bringing appropriate parties and resources to the table to bring projects to fruition.
- Assume an appropriate leadership role with the Board of Trustees, City of Cambridge, Guernsey County Commissioners, business groups, and the development community to ensure the City and County capitalizes on development opportunities.
- Maintain an inventory of existing available buildings and land for business in the county and municipalities to include both public and private sites.
- Ensure the economic development and full utilization of all CIC/Port Authority properties. Initiate marketing, planning and development programs in cooperation with the Board of Trustees and staff.
- Develop and recommend to the Boards long-range plans cognizant of lead times to bring major developments to fruition to ensure the CIC/Port Authority will be capable of fulfilling their roles in the community.

Recommend new and/or revised objectives to the Boards to meet changing needs.

- Execute policy decisions of the Boards of Trustees/Directors. Develop specific policies, procedures and programs to implement the general policies established by the Boards. Ensure these policies, procedures and programs are effectively administered and controlled.
- Authorize and cause the execution of such contracts and commitments as may be required by law, the Boards or established policy. Assist the Treasurers of both Boards in the development and maintenance of sound financial systems encompassing the generation of revenue, control and accounting of expenses, capital development, and appropriate safeguards of funds, assets, and properties.
- Work in coordination with the Treasurers to prepare annual budgets for the CIC and Port Authority. Inform the Boards on the economic development activities and on all important factors influencing them, and see that the Boards are properly represented to employees, state government and the general public.
- Structure the organizations for optimum efficiency and effectiveness. Select, train, motivate, evaluate and manage appropriate CIC and Port Authority staffing.
- Manager and oversee the Port Authority Revolving Loan Fund Program, which includes new and potential clients and the application process. Visit with existing clients and oversee the process of monthly payments.
- Proactively seek, market and administer grants and other financial incentives that promote economic development projects which benefit Guernsey County private and public sectors, including keeping existing businesses aware of financial incentives and assisting communities and organizations with grantmanship activities on behalf of the CIC and Port Authority.
- Maintain effective internal and external communications and public relations to establish the credibility of the economic development organizations so they can effectively serve as the development organizations of the Guernsey County community.
- Explain, provide justification, and defend CIC/Port Authority programs, policies and activities; negotiate and resolve sensitive and controversial issues.
- Search for and evaluate potential development land, working to secure appropriate funding for necessary site improvements.
- Execute followup actions with leads looking at Guernsey County for potential location.

- Work with OhioSE and AVC Communications to maintain and update local and state websites, including statistical updates and news articles.
- Prepare for and present economic development information to local civic groups to promote efforts of the CIC and Port Authority in their roles in community involvement.
- Maintain all financial and management responsibilities created by the establishment of Cambridge Renaissance, LLC.
- Prepare agendas, minutes and public notices (where necessary) for the CIC, Port Authority, Guernsey County Planning Commission, Community Industrial Association, and Transportation Improvement District.
- Manage and oversee Guernsey County Planning Commission meetings if serving as Chairman. Provide vision, oversight, and leadership to keep the plan current in setting goals and objectives to enhance quality of life.
- Act as facilitator for actions involving improvements to county workforce issues, including service on county Workforce Policy Board.
- Administer actions involving transfer of properties from public entities to various recipients through legal regulations of the Port Authority.
- Serve as President/Board Member of the State Hospital Consortium Board (prepare agenda and administer actions).
- Serve as ex-officio member of Chamber of Commerce, Cambridge Main Street, and Visitors/Convention Bureau Boards.
- Responsible for continuous maintenance of property information on JobsOhio's "Zoom Prospector" buildings/sites locator system.

QUALIFICATIONS

- A strong communicator who expresses him or herself clearly and concisely, both orally and in writing, and builds positive working relationships with staff, partners, consultants, funders, legislative representatives, commissioners, mayors, trustees, private developers and community members.
- Ability to prepare clear and concise administrative, activities, and financial reports.
- Skill in meeting facilitation, public presentations, problem-solving and collaborative conflict resolution.
- A solid background in leadership, management budget preparation and

oversight, and supervisory experience.

- Must have demonstrated experience successfully completing time sensitive and/or high-profile projects through collaboration, consensus, and creativity.
- A goal-oriented thinker who has the ability to set clear priorities among the multiple tasks and stay focused on project benchmarks and deadlines.
- Comprehensive knowledge of economic and community development issues and principles and techniques, including state and federal policies and programs, capital improvements programming, applicable regulations and regulatory devices, associated data sources and information systems.
- Understands the changing dynamics of business and what is required to retain, expand and attract investment. A strategic and innovative leader.
- Ability to maintain confidentiality when required.

EDUCATION AND EXPERIENCE GUIDELINES

Education/Training

A Bachelors degree from an accredited college or university in a related economic development or business field and five years substantial experience in planning, economic and/or community development, business field OR equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Experience

Experience managing projects and people in a non-profit, public agency or private company.

Direct experience developing close working relationships with governmental groups at the local, state, and federal level, and constituents/stakeholders which might include elected officials, board of directors, employees and other business and community support organizations.

LICENSE OR CERTIFICATE

Must possess a valid driver's license.

WORK ENVIRONMENT

Work in predominantly an office environment with the ability to use standard office equipment. Visits to local companies and businesses are essential for maintaining an effective business climate. Some out of area travel may be necessary, with extended hours, including evenings and weekends, required on occasion.

ADDITIONAL DUTIES

Additional duties and responsibilities may be added to this job description at any time. The job description does not state or imply that these are the only activities to be performed by the individual holding this position.

Revised 3/23

The Cambridge-Guernsey County Community Improvement Corporation is an equal opportunity employer.