

## PICKAWAY COUNTY – THE CROSSROADS FOR BUSINESS CONNECTIONS

### **Executive Director, Pickaway Progress Partnership (P3)**

*As the economic development agent for Pickaway County and its municipalities, P3 has three main objectives: promote and market the advantages of locating business in the county; promote a stronger business environment by facilitating retention and expansion efforts of local employers; and deliver a seamless network of economic development services and value-added programs to existing businesses, local government, and prospective companies throughout Pickaway County.*

### **Job Summary**

Provides overall leadership, direction, guidance and management of the functions, operations, programs, activities and resources required for the comprehensive development, redevelopment, and expansion of Pickaway County as it relates to industrial, commercial and residential facilities.

### **Essential Job Functions**

- Performs various economic development duties, including but not limited to coordinating business retention and expansion efforts, negotiating economic development agreements with other jurisdictions, creating and modifying financial incentive programs and tools (such as community reinvestment areas, new community authorities and tax increment finance districts), acting as housing officer for the City of Circleville's tax incentive programs and other agreements as necessary.
- Performs community development duties to include: promoting the community's development plans, disseminating information to the general public, developing and implementing a marketing plan and regularly attending and speaking at community civic groups and associations.
- Provides continued consultation and communication with the local government stakeholders on a regular basis regarding public and private development opportunities for increasing and sustaining the economic vitality of the community.
- Responsible for negotiating the terms of incentive offers; presents all economic development incentive proposals for local government approval; works to secure the acceptance of the public or private development opportunity incentive proposal.



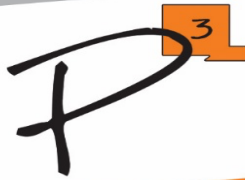
## PICKAWAY COUNTY – THE CROSSROADS FOR BUSINESS CONNECTIONS

- Assesses the resources available and needed for retention, redevelopment and new development for residential, commercial and industrial facilities through interface with public and private sectors; develops and implements strategic recommendations.
- Initiates and facilitates meetings with both private and public sector to review and analyze potential development proposals relating to economic development and redevelopment.
- Plans and implements short and long-range economic development goals, objectives and strategies; gathers, interprets and prepares data for studies, reports and recommendations.
- Carries out managerial responsibility in accordance with policies, procedures and applicable laws to include: interviewing, hiring and training staff; planning, assigning and directing work; establishing deadlines; appraising performance; rewarding and disciplining employees; coordinating, developing and approving staff training; approving leave requests; and addressing complaints and resolving problems.
- Provides administrative support to the Pickaway County Port Authority (PCPA) per an operational agreement between P3 and the PCPA. Maintains financial responsibilities and operations for P3, including the Pickaway County Port Authority.
- Assists the Pickaway County Transportation Improvement District (TID) Board. Provides lobbying, grant writing and relevant administrative support in advancing TID initiatives.
- Attends and provides updates at Joint Economic Development District (JEDD) meetings and assists with implementing JEDD goals and strategies.

### **Important Job Functions**

- Facilitates board meetings for P3 and the PCPA.
- Facilitates donor relations through one-on-one interactions and annual stakeholder briefings/receptions.
- Represents elected officials at various meetings as requested.

**Pickaway County Port Authority (PCPA) and Pickaway Progress Partnership (P3)**  
1360 Lancaster Pike - Suite 111 - Circleville, OH 43113  
(740) 420-6498 [www.pickawayprogress.com](http://www.pickawayprogress.com)



## PICKAWAY COUNTY – THE CROSSROADS FOR BUSINESS CONNECTIONS

- Represents the community's economic and community development goals and objectives on various boards and organizations on the local, regional and state levels and serves as liaison with other departments on related activities.
- Adheres to Ohio sunshine and public records laws.
- Regular, predictable and punctual attendance is required.
- Performs other related duties as assigned.

### **Minimum Qualifications**

*Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.*

### **Education**

Bachelor's degree from an accredited college or university in finance, economic development, community development, public policy or related field

### **Experience**

5 or more years of progressively responsible related experience, including supervisory experience

### **Licensure or Certification Requirements**

- Certified Economic Development Professional ideal, but not required
- Current and valid Ohio driver's license
- Subject to background check

### **Salary**

Salary and benefits commensurate with experience.