



Board of Miami County Commissioners
Classification Specification & Job Description

CLASSIFICATION TITLE Director, Department of Development	FLSA Exempt	AGENCY Department of Development
JOB TYPE Full-Time Unclassified	PROBATION PERIOD 180 Days	BARGAINING UNIT Non-Bargaining
PAY GRADE Management	POSITION LOCATION Troy, OH	TYPICAL WORK SCHEDULE 8am – 4pm
SUPERVISOR TITLE Chief Administrative Officer	DIVISIONS MANAGED Building Department, Planning/Community Development, Economic Development	POSITION CONTROL TBD

CLASSIFICATION PURPOSE

The primary function of the Director of Development is to direct, plan and supervise the Economic Development, Building Regulations and Planning/Community Development functions of the County. A specific focus on Economic Development is preferred.

JOB DUTIES

Serves as the delivery point for the Board of Miami County Commissioners for economic development activities and information distribution as well as advises the Board on economic development policy and procedure.

Serves as the Executive Director for the Miami County Land Bank (additional compensation is available for this function.)

Develops and implements strategic plans, policies, and procedures for county economic development programs in line with the three areas identified from the Workforce Needs Assessment (Child Care, Housing, and Transportation.)

Performs economic development activities, including business retention, expansion, and attraction.

Markets and promotes Miami County and participates in the brand development for the Miami County region.

Explores regional economic development opportunities with neighboring counties and organizations, including the Dayton Development Coalition.

Coordinates planning and infrastructure activities that reflect changes in the economy, labor force, and population of the county.

Develops and maintains business and government contacts and facilitates intergovernmental cooperation throughout political jurisdictions in Miami County.

Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

Demonstrates regular, predictable, and punctual attendance.

These duties are illustrative only and employee may perform some or all of these duties or other job-related duties as assigned.



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MAJOR WORKER CHARACTERISTICS

Knowledge of budgeting · supervision · public relations · human relations · state/local planning, building, and zoning regulations, community planning methods, economic development principles, and practices · county and other local government structure and process

Skills in typing, use of Microsoft Word, Excel, and PowerPoint, and operation of standard office equipment, including but not limited to telephones, calculators, copiers, and fax machines.

Ability to interpret and carry out a variety of instructions in various formats · deal with problems involving a variety of variables in unfamiliar context · apply principles to solve practical, everyday problems · define problems, collect data, establish facts and draw valid conclusions · understand manuals and verbal instructions, technical in nature · calculate fractions, decimals and percentages · prepare meaningful, concise and accurate reports · originate complex reports · work as part of a team · handle routine telephone inquiries and complaints from officials and the general public · establish friendly atmosphere as supervisor · prepare and deliver speeches before audiences

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

Bachelor's Degree or other post-secondary education in urban planning, community development, urban studies, public administration or related field.

Ten (10) years' experience in economic development, business development or related field.

Equivalent combination of education and experience is also acceptable.

ADDITIONAL REQUIREMENTS

Must possess a valid Ohio driver's license.

SUPERVISORY RESPONSIBILITIES

Work requires managing performance for a regular group of employees or department including hiring and disciplinary actions and work objectives/effectiveness, performance evaluations, and realigning work, as needed.

UNUSUAL WORKING CONDITIONS

N/A