

HELP WANTED AD

POSITION OF ECONOMIC DEVELOPMENT DIRECTOR

The Board of Preble County Commissioners is accepting applications for the full time, unclassified, FLSA exempt position of Economic Development Director. This position markets and promotes the retaining, attracting, expanding and developing of new businesses in Preble County.

Interested applicants must possess the ability to communicate, both written and verbally, with many variables, define and solve problems, collect and analyze and interpret data, establish facts and determine specific action, evaluate and improve process and/or program efficiency and effectiveness.

Applicants must have a Bachelor's Degree in Economic Development, Business Administration, Marketing or related area and preferably post graduate degree in related field plus minimum of five (5) years related work experience demonstrating competence in economic development, marketing, management and prior supervisory experience.

A salary range of \$44, 220.80 to \$61,193.60 and a full range of benefits are offered.

Applications and a job description can be obtained at the Office of the Board of Preble County Commissioners, 101 East Main Street, Eaton, Ohio 45320. Deadline to submit an application and resume for the Economic Development Director's position is July 30, 2010

Connie L. Crowell
Commission Clerk

CLASSIFICATION SPECIFICATION

PREBLE COUNTY

An Equal Opportunity Employer

TITLE: **ECONOMIC DEVELOPMENT DIRECTOR**

CIVIL SERVICE STATUS: UNCLASSIFIED

EMPLOYMENT STATUS: FULL TIME

FLSA STATUS: EXEMPT

APPOINTING

AUTHORITY: BOARD OF PREBLE COUNTY COMMISSIONERS

WORK HOURS: 8:00 A.M. – 4:30 P.M.
(Shall be required to work some evenings/weekends)

JOB RESPONSIBILITIES: (Performs other related duties as required.)

Under administrative direction, directs the implementation of economic development policies aimed at attracting, retaining, expanding and developing new business within Preble County. Encourages additional consumer spending in Preble County. Maintains and develops business and governmental contacts. Applies for and administers federal and state grants and administers the County Revolving Loan Fund. 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 Preble County government.

QUALIFICATIONS: Any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed below. An example of an acceptable qualification for this position is:

Bachelor's degree in Economic Development, Business Administration, Marketing or related area and preferably post graduate degree in related field plus minimum of five (5) years related work experience demonstrating competence in economic development, marketing, management and prior supervisory experience. Must possess a valid Ohio driver's license or ability to obtain one.

ILLUSTRATIVE DUTIES:(The duties listed below are intended to depict tasks performed by this classification.

Markets, promotes and facilitates expansion of the County's economic base in order to realize increased tax base and employment opportunities. Markets, administers and structures Revolving Loan Funds and Enterprise Zones associated with large and small businesses and industrial parks. Markets, negotiates and implements the tax incentive programs, including but not limited to the following: Enterprise Zone, Port Authority, CIC and Joint Economic Development Districts, Community Reinvestment Area and Tax Increment Financing Programs. Prepares semi-annual and annual reports for Tax Incentive and Revolving Loan programs and the annual Enterprise Zone report.

Comprehensive and professional knowledge of economic development programs, fundamentals of negotiations and contract management. Ability to organize and oversee multiple, complex ongoing projects. Superior networking capabilities. Thorough knowledge of and demonstrated ability to apply rules, regulations and guidelines associated with Economic Development programs. Superior communication skills, both written and verbal. Works independently, under pressure, to achieve

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goals and to create a supportive work environment that encourages self-motivation and team work amongst subordinates. Aptitude for defining and solving problems, collecting data, establishing facts, drawing valid conclusions using effective judgment and analytical skills.

Accurately projects requirements and control expenditures within budgetary guidelines. Knowledge of and ability to recruit, interview and counsel. Effectively applies supervisory skills to direct, motivate, develop and manage subordinate personnel.

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. Thorough knowledge of state and local government structure, operations, functions, practices and procedures. Prepares annual budget for the Economic Development Department.

Has contact with co-workers, employees from public and private sector organizations and the public. The purpose of these contacts is to gather information, answer questions, and make presentations. Performs other duties as required.