

POSITION DESCRIPTION

Executive Director

JEFFERSON COUNTY DEVELOPMENT AUTHORITY (JCDA)

This position leads an office and board of fifteen members to attract, retain, and grow economic and community development in Jefferson County. The employee works under the policy direction of the Jefferson County Development Authority Board of Directors, which is composed of members appointed by the Jefferson County Commission. The employee is responsible for the management of three (3) full-time employees, in addition to interns/ fellows and contractors. Responsibilities include providing for the direction and success of JCDA programs, preparing and administering budgets, developing short and long-range objectives; and overseeing the personnel management functions, including, or effectively recommending hiring, training, and disciplining of employees in conjunction with Jefferson County administration and policies.

Duties involve regular contact with community leaders; corporate executives; local, state, and federal government officials; and other individuals to protect and promote the County's overall economic development overall interest. The employee must maintain a high degree of confidentiality, diplomacy, and good judgment and must be able to work effectively with and influence many types of individuals. Duties require a well-developed sense of strategy and timing in representing the JCDA and the County effectively in critical situations that may influence the County's well-being. Duties will include, but not be limited to:

- Plan, organize, coordinate, direct, and evaluate economic development activities within Jefferson County.
- Coordinate and encourage the development of strategies that maintain and enhance the long-term viability of Jefferson County.
- Recruit investment and work with prospects to encourage the creation of new jobs.
- Oversee and coordinate the JCDA's marketing effort for the county.
- Manage the negotiation of sales and leasing of property within the JCDA-owned business parks and other business parks across the County.
- Retain and support existing industry in Jefferson County by providing assistance that ensures continued success and expansion.
- Work proactively to design programs to address specific needs and issues of interest to the County and its residents.
- Represent the JCDA on boards, commissions, and on the regional, state, and national levels to ensure visibility and success.
- Review and develop with board involvement, long-range strategic economic development marketing plans.
- Prepare, write, and administer grant proposals related to economic development and work with other entities on the development and administration of grant proposals.

- Prepare and maintain information that will assist in responding to inquiries about local economic development activities and opportunities in Jefferson County.
- Work closely and cooperatively with local municipalities on their economic development plans and programs.
- Make presentations to community groups and public agencies and represent the JCDA and the County regarding local and regional issues.
- Communicate with, respond to, and resolve complaints, conflicts, concerns, and questions from citizens, contractors, customers, developers, business owners, and public and private agencies concerning JCDA services, activities, and programs.
- Communicate with the JCDA Board of Directors, other Jefferson County Commission department heads, the County Commission, county elected officials, and others regarding policy issues and matters of economic development concern.

Recommended Minimum Qualifications:

Education and Experience: Bachelor's degree in business and marketing, political science, or public administration from an accredited college or university with at least ten years of related work experience; or any equivalent combination of post-bachelor's education, training, and experience that provides the required knowledge, skills and abilities to perform the essential functions of the job.

Special Requirements: Certified Economic Developer preferred. Master's degree preferred.

A valid driver's license is required for this position.

Knowledge, Abilities, and Skills:

Knowledge: Development policy- rural, urban, economic, and community; finance; real estate; workforce development; statistics; marketing; communications; common policies, practices, and procedures of the department and office operations; laws and regulations pertinent to position functions. Working knowledge of social media, and other forms of electronic communications in support of department operations. Knowledge and experience in government operations.

Abilities: Ability to manage an office staffed by highly skilled and professional employees, ability to interact effectively and appropriately with the public and other personnel, perform multiple tasks, and maintain confidential information.

Skills: Proficient in basic computer skills, mathematical skills, record-keeping and clerical skills, written and oral communication skills, public speaking, outstanding interpersonal skills, and attention to detail required.

Grade and Salary:

80 hours

Grade VIII

Salary Range: \$76,361- \$122,178

To Apply:

To apply, please submit a resume and cover letter detailing your qualifications to jjames@jeffersoncountywv.org by close of business on Monday, July 22, 2024. For more information call (304) 728-3284.