



JACKSON COUNTY

Human Resources Department

401 Grindstaff Cove Road, Suite A-218, Sylva, NC 28779

Phone 828.631.2212 • Fax 828.631.2266

Employment Opportunity

Please post in a location accessible to all employees

Position:	Economic Development Director <i>Permanent, Full-Time, Exempt</i>
Department:	Economic Development
Description of Duties & Responsibilities:	Plan, organize, and direct the operations of the Economic Development Department. Annually create an implementation plan to prioritize and accomplish goals and initiatives outlined in the county's Comprehensive Economic Development Strategy (CEDS). Establish and track key economic development performance measures and provide an annual update to the Board of Commissioners. Serve as an initial contact for relocating or expanding businesses and industries; maintain information relative to available properties, utilities, and workforce. Develop grants/funding sources to support infrastructure improvements; coordinate with a wide variety of local, regional and state agencies. Serve as staff resource and technical consultant to the County's Business & Industry Advisory Committee and to the Board of Commissioners.
Education & Experience Requirements:	A bachelor's degree in business, planning, public administration, economics or related field and five to ten years of directly related experience; or a master's degree and at least two years of directly related experience. Jackson County residency required - candidates must be willing to relocate to Jackson County if not a current county resident.
Starting Salary & Benefits Information:	Salary Range: \$53,734.11 – \$66,811.61 dependent upon direct and/or indirect experience. Jackson County provides a robust offering of employee benefits including: employer paid medical and dental benefits, participation in the Local Governmental Employees' Retirement System, paid leave (vacation, sick, and holiday), Employee Clinic, Wellness program, and supplemental benefit offerings. A full overview of benefits is available at https://www.jacksonnc.org/employment-opportunities
Application Requirements:	Submit a completed Application for Employment to: Jackson County Human Resources Department 401 Grindstaff Cove Road, Suite A-218 Sylva, NC 28779 The Application for Employment is available online at: https://www.jacksonnc.org/employment-opportunities or may be obtained at the Jackson County Human Resources Office or the Sylva branch of the NCWorks Career Center.
Closing Date:	March 8, 2021

Jackson County is an Equal Opportunity Employer

*Pre-employment drug screen and criminal background checks are required
Jackson County participates in the federal E-Verify program*