



**JACKSON COUNTY  
HUMAN RESOURCES**

**JOB DESCRIPTION**

<b>Working Job Title:</b>	Economic Development Director	<b>Status:</b>	Permanent Full-Time
<b>Classification Job Title:</b>	Director	<b>Function of Government:</b>	Economic & Physical Development
<b>Department:</b>	Economic Development	<b>FLSA Classification:</b>	Exempt
<b>Reports To:</b>	County Manager	<b>Grade:</b>	Grade 30 (Minimum: \$51,901.97)

**I. Primary Purpose of Position**

Plans, organizes, and directs the operations of the Economic Development Department performing promotional and consultative work in developing and directing an economic development program for the county.

**II. Essential Job Functions (Duties and Responsibilities)**

- Serves as initial contact for potential industries and businesses considering new location or expansion; shows sites and arranges meetings with local officials; researches land and coordinates contacts for the property; serves as liaison during plant or facility construction; investigates labor supply, utilities, and works with various groups to ensure the availability of an adequate, well trained workforce for industrial concerns.
- Develops marketing tools for the economic development of the County including brochures, flyers, booklets, website, and ads.
- Develops a network of contacts to identify potential business parks and sites; monitors building projects and works with local officials.
- Develops grants and funding sources to support infrastructure improvements, i.e. community development Block grants, Appalachian Regional Commission and NC Rural Economic Development Center Fund; researches, writes and contracts for grants procurement and administration; lobbies and works with Department of Transportation for road and highway improvements and keeps abreast of long range transportation plan.
- Maintains contact with state industrial developers, community leaders, and representatives of businesses and industry.
- Visits each industry in the county regularly to stay abreast of their status, any potential for expansion, and assists with problems; follows up on requests.
- Keeps current records on sites and buildings, and reports changes to the State industrial developers; keeps files and statistics on labor wages, demographics, economic base, maps,

profiles, utilizes, retail sales, building permits, finances and schools; reports on growth announcements and statistic on various agencies.

- Prepares departmental budget recommendation; establishes yearly goals and objectives.
- Serves as staff resource and technical consultant to the County's Business & Industry Advisory Committee, and to the Board of Commissioners; and makes presentation to commissioners on infrastructure expansion to support new or expanding industry.
- Coordinates efforts with a wide variety of local, regional and state groups such as Blue Ridge Entrepreneurial Council (BREC) AdvantageWest Development Group, NC Department of Commerce, NC Secretary of State, NC Cooperative Extension Service, Southwestern Community College Small Business Center, Small Business and Technology Development Center (SBTDC), Cherokee (EBCI) and others.
- Coordinates immigration, visa, and other issues for visiting staff and dignitaries for international companies.

### **III. Other Job Functions**

Performs related duties as required or assigned by the County Manager.

*Jackson County reserves the right to add or amend duties at any time.*

### **IV. Knowledge, Skills, and Abilities**

- Thorough knowledge of principles, practices and processes involved in economic development.
- Thorough knowledge of the principles of management, business, their organizational procedures, and financing.
- Considerable knowledge of economic, social, and technological resources available in the economic development field.
- Considerable knowledge of the assets of the community and federal, state, and local laws pertaining to economic development and planning.
- Considerable knowledge of the local, regional, state and federal resources and agencies available to assist with various economic development activities.
- Considerable knowledge of the application of information technology to the development of information and to the recruitment and retention of economic capital.
- Considerable knowledge of marketing principles and practices.
- Skills in data collection and analysis, and establishment of data bases about pertinent County statistics and demographics.
- Ability to plan, organize, and effectively develop industrial leads for the County including building consensus among diverse groups.
- Ability to communicate effectively in oral and written forms.
- Ability to establish and maintain effective working relationships with industry and business executives and owners or representatives, public officials at the local, state and federal levels, contractors, community leaders and organizations, other department heads, superiors and other employees.
- Ability to analyze situations accurately and make correct recommendations for each industrial contact.

**V. Minimum Education and Experience Requirements**

*Minimum:* 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.

*Preferred:* A bachelor's or master's degree in business, planning, public administration, economics or related field supplemented by training in economic development and considerable professional experience in industrial or economic development.

**VI. Special Requirements**

Must maintain a valid driver's license.

**VII. Supervisory Controls**

This position directs the operations of the Economic Development Department. The work is performed under general direction of the County Manager and identifies the overall objectives and resources available to the department. The director is responsible for consulting with local officials, community leaders, and industry executives for the purpose of promoting the industrial growth through the expansion and retention of existing industrial bases, and attractions of new industries and business into the county.

**VIII. Supervision Given**

This position provides direct supervision for Office Assistant III in coordination with the Human Resources Director.

**IX. Physical Demands**

Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a computer or workstation.

*Jackson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (ADA) and the Americans with Disabilities Act Amendments Act (ADAAA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

**X. Exposure Control**

Work activity is normally performed without blood or body fluid exposure; exposure may occur in an emergency. Personal protective equipment should be available and used if an emergency arises.

**XI. Signatures**

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Employee Signature

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Date

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Human Resources Director

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Date