



**ECONOMIC DEVELOPMENT
ASSISTANT DIRECTOR**

701

Jamestown
1607

DEPARTMENT: County Administration/Economic Development

NATURE OF WORK:

Performs advanced professional work in the field of economic development.

Work is performed under general supervision of the Economic Development Director and requires independent judgment and initiative. Acts on behalf on the Director in his/her absence or as requested. Performs advanced business attraction, development, and retention work. Coordinates prospect decision support system work of the Economic Development Office with that of other County departments, Regional organizations, and State agencies. Coordinates Capital Improvement Projects, grants and other special projects, as well as research, special events, and marketing support services. Represents department as liaison to various committees, external events, and functions.

ESSENTIAL FUNCTIONS OF THE JOB:

Develops or collaborates with others in developing varying levels of studies, projects, analyses, plans, strategies, policies, and recommendations concerning matters involved with the economic development of the County.

Supervises the Economic Development Assistant and/or directly participates in the gathering, selection, compilation, analysis, files maintenance, and updating of data pertaining to characteristics or existing conditions in the County, region, and State. This includes but is not limited to: education, culture, recreation, housing, cost-of-living, business climate, taxes, available industrial properties, population, demographics, transportation, utilities, regulatory process, supply chain, workforce availability and preparedness, construction costs, and miscellaneous resources.

Coordinates and/or provides background information for and/or prepares marketing materials, public access documents, public speeches by officials, and other reports, to include supporting graphic display materials.

Presents information, reports, findings, recommendations, etc., to the Economic Development Director and to appropriate groups as necessary, including other County departments, the Economic Development Authority of James City County (EDA), the Board of Supervisors, external agencies and organizations, and citizens' forums.

Recommends use of and/or makes referrals to local, regional, and State business assistance programs, resources, and agencies as appropriate.

Prepares grant applications and coordinates implementation, tracking, and reporting functions.

Responds to citizen, existing or prospective business, commercial broker, and consultant requests for information or project assistance. Interfaces upon request between businesses and appropriate County departments that will be responsible for responding to the business' need.

Attends meetings, work sessions, seminars, and conferences as necessary, some of which are held before or after normal working hours or require travel or overnight stay.

Participates as requested by Director in external marketing activities, to include marketing trips, trade shows, conferences, briefings, receptions, etc.

Coordinates and/or participates in capital investment projects of the department and EDA, to include initial concept, budgeting, procurement of services, design, construction, and record keeping.

Provides technical or staff support to various County, EDA, or external initiatives as requested by the Director.

Monitors regulatory review of cases of interest to Economic Development, as designated by the Director. Participates in selected meetings for expedited review cases and follow-up meetings as necessary for problem solving.

Coordinates and/or performs key role in planning, organizing, and implementing a variety of special events or exhibits including but not limited to: business announcements/groundbreakings, industrial and office park groundbreakings, existing business appreciation functions, trade show booths, promotional tours for Regional and State marketing managers and commercial brokers, event hospitality functions, and business prospect visits.

Assists with marketing the James River Enterprise Zone. Assists the Local Enterprise Zone Administrator (LEZA) as necessary. Serves as the Office of Economic Development representative to the Zone LEZA. Coordinates production of marketing materials. Provides project-specific benefit estimates.

Participates in formulating Economic Development goals, objectives, strategies, and budget requests.

Coordinates selected aspects of Economic Development Assistant work program, and supervises interns through project-specific assignments.

Performs work safely and in accordance with County Safety Program.

JOB LOCATION AND EQUIPMENT OPERATED:

Duties are performed primarily in an office setting, but some field work and travel outside the local area is required. Special events are typically staged off County property. Requires driving County vehicle on County business. Operates standard office equipment, to include computer, calculator, copy machine, and audio-visual equipment.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of County's Comprehensive Plan, land development policies and ordinances, code compliance procedures, real estate assessment functions, taxation policies and procedures, and other County programs as they relate to Economic Development.

Some knowledge of Geographic Information Systems.

Ability to conduct research, data collection, analysis, and formulate conclusions and recommendations.

Strong oral, written, graphic, and organizational skills, with the ability to communicate effectively with others, orally and in writing.

Creativity and flexibility in handling multiple priorities.

Ability to solve problems and work independently with minimal supervision and under tight deadlines.

Ability to work as a team member.

Ability to establish and maintain effective working relationships with other employees, professional colleagues, existing County businesses, and members of the public.

Ability to represent the County's Economic Development overall program and interests at a variety of events, meetings, and programs.

Computer literate and able to apply technical innovations to improve performance.

Ability to handle confidential information with discretion.

Ability to help guide complex issues to successful resolution.

Ability to present information persuasively to prospective businesses considering locating to the area.

Ability to interface positively with existing businesses to assist with problem solving or expansion.

Ability to resolve potential conflicts diplomatically.

MINIMUM QUALIFICATIONS:

Bachelor's degree in economic development, marketing, economics, planning, public administration, business, social sciences, or related area, as well as considerable experience in economic development or related field; or any equivalent combination of acceptable education and experience providing the knowledge, skills, and abilities cited above. Completion of Economic Development Institute, experience in local economic development, and experience with GoldMine or other marketing support data base systems preferred.

NECESSARY SPECIAL QUALIFICATIONS:

Requires working irregular hours, including occasional early morning and evening activities, and limited travel to some events that are out of local area and may require overnight stay.

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IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title: Economic Development Assistant Director Position Number: 701
Department: County Administration Division: Economic Development

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

I. Mental Abilities: General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- Ability to understand and follow oral instruction
- Ability to understand and follow written instruction
- Ability to guide and/or give instructions
- Ability to make decisions in accordance with established procedures and policies
- Not essential to job function

II. Verbal Abilities: Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

1. Speaking/Talking:

- Answer telephone, radio or switchboard
- Communicating with County officials
- Communicating with general public
- Communicating with vendors
- Communicating with supervisors and/or with other employees
- Communicating with other clients and customers.
- Not essential to job functions

2. Hearing/Listening:

- Ability to distinguish between different tones
- For communication with County officials, public, vendors, supervisors and/or other employees
- Not essential to job function.

3. Reading: (ability to read and understand text)

- Essential to job function
- Not essential to job function

III. Numerical: Ability to perform arithmetic operations quickly and accurately.

- Ability to mentally perform accurate two digit calculations
- Ability to perform accurate calculations aided by a calculator, adding machine or measurement device

IV. Spatial Abilities: Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- Essential function
- Not essential function

V. Motor Coordination: Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

1. Manual Dexterity: Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- | | |
|--|--|
| <input checked="" type="checkbox"/> Use telephone | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input type="checkbox"/> Use switchboard | <input type="checkbox"/> Use postage machine |
| <input type="checkbox"/> Use radio/console | <input type="checkbox"/> Use hand tools |
| <input checked="" type="checkbox"/> Use a calculator | <input type="checkbox"/> Use power tools |
| <input checked="" type="checkbox"/> Use a copy machine | <input type="checkbox"/> Other: _____ |
| <input checked="" type="checkbox"/> Use a fax machine | <input type="checkbox"/> Not essential to job function |

2. Finger Dexterity: Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- Essential to job function
- Not essential to job function

Explain: _____

VI. Physical Demands:

1. Strength: The quality, state or property of being strong. The power to withstand strain, force, or stress.

Please check (✓) in appropriate boxes below.

Ability to manipulate materials and/or equipment (lbs)							Frequency of Manipulation		
	5-	5-10	10-15	15-25	25-50	50+	Occasionally	Frequently	Continuously
Lift					✓		✓		
Push/Pull					✓		✓		
Hold/Carry					✓		✓		

Manipulation done from: ground to waist waist level waist to shoulder above shoulder
(Check all that apply)

Not essential to job function: Lift Push/Pull Hold/Carry (Check all that apply)

2. Climbing: To move up or mount by using the hands or feet.

Ladders

- Step stool
- 8' to 10' step ladder
- Extension ladder
- Other _____
- Not essential to job function

Stairways

- 1 flight
- 2 flights
- 3 or more flights
- Other _____
- Not essential to job function

Steps

- 1-2
- 2-3
- 3-4
- Other _____
- Not essential to job function

3. Ability to Stand, Sit, Walk, and Run:

Please check (✓) in appropriate boxes below.

	Duration (hours/day)						Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9+			
Stand		✓					✓		
Sit					✓			✓	
Walk	✓							✓	
Run									

If walking or running, over what type of terrain? flat rough both

Not essential to job function: Stand Sit Walk Run (Check all that apply)

4. Stooping, Kneeling, Crouching, and /or Crawling:

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

Daily Amounts

- 0-5x 5-20x 20-50x 50+x
 Other _____ Not essential to job function

5. Reaching, Handling, Fingering, and/or Feeling:

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

Daily Amounts

- 0-5x 5-20x 20-50x 50+x
 Other _____ Not essential to job function

6. Seeing: To perceive or comprehend by the sense of sight.

Essential to job function: These characteristics are necessary (Check all that apply)

- Peripheral vision
- Night vision
- Focus (distinctness or clarity)
- Color perception (discriminate between colors)
- Depth perception (determine distance relationship between objects)

VII. Driving: The ability to transfer or convey in a vehicle.

Transmission	Standard	Automatic	Multi-Gears
Car	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Van	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Small Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Truck w/Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy Bus Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not essential to job function	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (list) <u>SUV</u>			