

TITLE: Economic Development Director/**Position No.** 708



DEPARTMENT/DIVISION: County Administration/Economic Development

SUPERVISED BY: County Administrator

NATURE OF WORK:

- Performs advanced professional work leading the County's economic development efforts to attract and maintain business and industry. Encourages the maintenance and improvement of the quality of life in James City County by enhancing the economic base in accordance with guidelines set forth by the County Administrator and the Board of Supervisors.

PRIMARY DUTIES:

- Creates and implements programs to retain, expand, attract, and grow compatible businesses and industries both independently and in teaming efforts with other County, regional, and State departments, divisions, agencies, utilities, and transportation services.
- Serves as Secretary of and provides primary staff support to the County's Economic Development Authority, its business assistance and attraction programs and subcommittees.
- Supervises the Office of Economic Development staff and its research, promotion, and internal management activities.
- Represents James City County's economic development interests by direct proactive involvement with appropriate local, regional, and State organizations, committees, and task forces such as the Greater Williamsburg Chamber and Tourism Alliance, the Hampton Roads Economic Development Alliance, and Virginia Economic Development Partnership.
- Promotes value, importance, and elements of County's economic development program to local, regional, and State stakeholders.

JOB PREPARATION NEEDED:

- Considerable knowledge of the principles and practices of economic development, County and State regulations, business assistance programs, business cost structures, and of a broad range of commercial and industrial activities.
- Ability to communicate and work effectively with government officials, investors, developers, business leaders, and staff members.
- Equivalent combination of following providing necessary knowledge, skills, and abilities: Bachelor's Degree in economic development, business and administration, marketing, public administration, economics, or related field; Master's Degree in related area and/or Economic Development Institute course completion is preferred; extensive professional experience in economic development, marketing, or planning related activities, preferably, in local, State, or regional government.

POST-OFFER REQUIREMENTS:

- Credential check.
- Driving record check.

INTRODUCTORY PERIOD: 6 months

POST-HIRE REQUIREMENTS:

- Periodic driving record check.

JOB LOCATION AND CONDITIONS:

- Work performed primarily in office setting.
- Performs work safely in accordance with County safety policy and procedures and specific departmental safety procedures.

- Operates equipment safely and in accordance with training, wears appropriate personal protective equipment, and reports any unsafe work conditions or practices to supervisor.
- May be required to report to work during emergency conditions.

GENERAL APTITUDES AND PHYSICAL REQUIREMENTS:

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:

- Must have ability to reason and make judgments, to understand and follow oral instruction, to understand and follow written instruction, to guide and/or give instructions, and to make decisions in accordance with established procedures and policies.

II. VERBAL ABILITIES:

- Speaking/Talking: Must have ability to answer telephone, radio or switchboard; communicate with County officials, communicate with general public, communicate with vendors, communicate with supervisors and/or with other employees; speak publicly to large groups.
- Hearing/Listening: Must have ability to understand and process communications from County officials, public, vendors, supervisors, and/or other employees.
- Reading (ability to read and understand text): Must have ability to read.

III. NUMERICAL:

- Must have 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:

- Not essential function.

V. MANUAL DEXTERITY:

- Must have ability to use telephone, use calculator, use copy machines, use fax machine, and manipulate computer keyboard and mouse.

VI. FINGER DEXTERITY:

- Not essential function.

VII. PHYSICAL DEMANDS:

- Strength: Not essential function.
- Climbing: Must have ability to climb one flight of stairs, three to four steps.
- Standing, sitting, walking, and running: Must have ability to: occasionally (1-3 hours/day) stand, frequently (1-3 hours/day) walk, and continuously (7-9 hours/day) sit. Must be able to walk over flat terrain. *Running is not considered essential to the job function.
- Stooping, kneeling, crouching, and/or crawling: Not essential function.
- Reaching, handling, fingering, and/or feeling: Not essential function.
- Seeing: Must have ability to focus, and peripheral vision.

VIII. DRIVING:

- Must have ability to drive automatic transmission car.