

ECONOMIC DEVELOPMENT DIRECTOR

708

DEPARTMENT: County Administration/Economic Development

NATURE OF WORK:

Performs difficult technical and professional work. Heads the County's economic development efforts to attract and maintain business and industry, and to encourage 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. The work is performed under the executive direction of the County Administrator.

ESSENTIAL FUNCTIONS OF THE JOB:

Prepares and implements an economic development strategy for the County.

Develops and implements targeting plans which identify specific types of businesses and industries to be encouraged to consider establishing operations in the County.

Provides primary staff assistance to the Industrial Development Authority taking an active role in development policy and selected development projects.

Provides information and assistance to the James River Enterprise Zone Administrator.

Plans, guides, and supervises Economic Development Office staff. Conducts performance evaluations and performs related personnel actions.

Meets and assists investors, developers, and citizens interested in developing property for quality commercial or industrial use.

Represents James City County's economic interests on appropriate local and regional committees and other similar groups including the Peninsula Economic Development Council and the Williamsburg Area Chamber of Commerce.

Works closely with the Virginia Economic Development Partnership and the Virginia Peninsula Economic Development Council on their initiatives to market the region and County.

Assists business prospects or their agents while they are seeking area information and commercial or industrial sites or buildings in James City County.

Identifies the interests and priorities of businesses presently located in the County and to assure appropriate and adequate public support for business needs.

Provides leadership to encourage local entrepreneurship and new business formation.

Secures the cooperation of County commercial and industrial executives to develop a "response team" to meet with important prospects to discuss the favorable economic climate in the County.

Participates in the administration of local business inducements and industrial land and building development programs.

Supervises the gathering and maintenance of information on significant existing commercial and industrial sites and buildings in James City County in order to market them properly.

Supervises the maintenance of current information on covering educational, cultural, and recreational facilities, housing trends, cost-of-living data, demographic data, business climate, tax structures, and other data pertinent to business investment decisions.

Serves as consultant/advisor to staff of the Service Authority and the Development Management Divisions in matters involving economic development; coordinates with the Manager of Community Services programs to enhance local labor force potential including workforce training.

Promotes and ensures proper employee training and compliance with County safety program and departmental safety procedures; ensures that all equipment, materials, and work conditions are adequately maintained to prevent accidents.

Performs related work as required.

JOB LOCATION AND EQUIPMENT OPERATED:

Duties are performed in an office setting. Operates general office equipment, including computer keyboard, telephone, copier, and calculator.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of the principles and practices of economic development, including basic techniques of statistics, economics, and sociology.

Considerable knowledge of County and State tax structures as they apply to commercial and industrial activity.

Considerable knowledge of a broad span of commercial and industrial activity and how to match needs and specifications prescribed by prospects who are seeking to locate in a new environment.

Ability to deal effectively with prospects or their agents from their first expression of interest to their final, on-site review in determining whether or not to locate a facility in James City County.

Ability to establish and maintain effective working relationships with investors, developers, business leaders, government officials, and other County employees.

Ability to communicate effectively, both orally and in writing.

MINIMUM QUALIFICATIONS:

Possession of a Bachelor's Degree in business administration, marketing, public administration, economics, planning, or related field; Master's Degree in related area and/or Economic Development Institute course completion is desirable; extensive professional experience in economic development, marketing, or planning related activities, preferably in local, state, or regional government; or any equivalent combination of acceptable education and experience providing the knowledge, abilities, and skills cited above.