
EXEMPT (Y/N):	Yes	JOB CODE:	CSC Exempt
DEPARTMENT:	Finance and Taxation	CLASSIFICATION:	540
SUPERVISOR:	Board of Commissioners	SALARY RANGE:	E05
UNION (Y/N):	No	LOCAL:	NA

GENERAL STATEMENT OF DUTIES: Responsible for professional performance and administration of the Economic Development Department for Columbia County. Responsible for planning, organizing and directing the activities of the Department.

Fairly enforce all laws, regulations, ordinances, and standards to ensure maximum compliance and to protect the public health and safety. Plan, organize and direct all Departmental activities, including those with other governmental units and private organizations. Work directly with a wide range of community groups, public and private sector officials, County employees, individual citizens and as part of the County management team.

Promote excellence, dependable performance, responsible customer services, pride, initiative, commitment, cooperation, safety and a team approach throughout the Department. Evaluate and define Departmental programs and policies along with the development of budget proposals in accordance with the vision of the County as articulated by the Board of County Commissioners.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Provide confidential support to the Board of Commissioners and the County Economic Development Commission (CCEDC), when formed, on economic development issues within the County

Manage assigned projects affecting economic development, business liaison and related public policy. Research, analyze and develop program proposals, legislation, and community issues. Summarize and document findings and recommendations. Prepare comprehensive reports, presentations and speeches.

Coordinate and develop, in conjunction with a Board appointed County Economic Development Commission (when formed), an overall Economic Development plan for the County.

Manage and administer, under the Board's direction, the Community Development Block Grant program, Enterprise Zone(s) established by the Board, and the County's Regional Strategy for economic development.

Attend meetings and provide staff assistance and support for the County Economic Development Commission, when formed.

Represent the County and CCEDC (when formed) at designated public and County sponsored meetings. Provide information on economic development activities and status of projects to County staff, news media and the public, in coordination with the County Public Information Officer and media plan.

Provide assistance and information to businesses interested in relocating to or expanding in Columbia County and gather information about current industries in the County.

Develop, in conjunction with other agencies, an annual County-wide needs and issues lists of projects for possible funding.

Prepare grants and/or assist other departments in the preparation of grants.

Communicate with the Board, CCEDC (when formed), cities and special districts within the County, state officials, citizen groups, other department heads and elected officials and County staff, business owners, business leaders, and developers in order to negotiate agreements, communicate needs of multiple parties, develop programmatic activities, explain projects, and present reports and recommendations.

Prepare reports, coordinate assigned events and provide information, assistance and referral regarding County services and programs. Develop promotional materials regarding the County.

Formulate and present departmental budget for review by Board of County Commissioners. Monitor and manage fiscal operations of the Department to remain within budgetary constraints.

Follow all safety rules and procedures established for work areas. Comply with all County policies and procedures. Ensure departmental compliance with County policies and procedures.

SUPERVISORY RESPONSIBILITIES: Supervision is not a normal responsibility of this position.

SUPERVISION RECEIVED: Work is performed with considerable independence under the general direction of the Board of County Commissioners and is reviewed jointly by the Board and Director through conferences, reports and the effectiveness of programs in accomplishing Departmental goals and objectives.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Bachelor's degree, or preferably a Master's degree, in the field of business, public administration, economics, or related field with at least four (4) years experience in economic development or community development, preferably working with governmental agencies in a confidential and/or public relations capacity, with some experience in grant writing. Any satisfactory combination of experience and training which demonstrates the ability to perform the above duties may be acceptable.

KNOWLEDGE, SKILL AND ABILITY: Extensive knowledge of principles of public, community and governmental relations; communication and interpersonal techniques; principles and practices of public administration; research and problem solving methods and techniques; project management methods and techniques; familiarity with the use of computers and business software such as word processing, spreadsheets and data bases.

Skill to communicate politically sensitive information effectively, both verbally and in writing; analyze issues and problems from multiple perspectives.

Ability to:

- Plan, implement, and evaluate Department activities based on policy guidelines, regulations and laws.
- Think conceptually and quickly get to the heart of a problem.
- Set priorities and develop realistic solutions to problems.
- Express ideas effectively, verbally and in writing. Use sound judgment and not be afraid to take reasonable risks.
- Adapt flexibly to change or new situations and acknowledge and work through conflict openly. Accept responsibility and be able to work well with ambiguity.
- Model the positive behavior desired in others and promote collaboration and shared responsibility for Departmental success. Look for opportunities for people to contribute, develop skills, take responsibility and be trusted.
- Develop and maintain harmonious and effective working relationships with employees, other agencies, County officials and the general public.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimal, involving the movement of boxes, files, equipment, etc., seldom exceeding 20 pounds. Driving throughout the County and/or State is required frequently.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

General office environment.