

March 10, 2017

**COMMUNITY DEVELOPMENT DIRECTOR
COUNTY OF LEE, VIRGINIA**

The Lee County Board of Supervisors is seeking applicants for the position of Community Development Director. This position is responsible for all aspects of community development to include planning, zoning, economic development, industrial recruitment, and tourism. Responsible for all efforts to attract and retain business and industry in Lee County as well as identifying factors necessary to accomplish this goal; coordinate promotional activities such as site tours, presentations and meetings between prospective clients and State and local officials, real estate developers, area businesses and any other entities; responsible for development, coordination and implementation of all aspects of tourism for Lee County to include a tourism marketing program, assisting local entrepreneurs and volunteers with development of tourism attractions and businesses, and tourism related meeting attendance; responsible for day-to-day administration of planning, zoning and subdivision actions. Candidates must possess strong administrative skills including oral and written communications, basic computer knowledge, ability to analyze complex information and make detailed decisions, work independently, ability to build relationships with key strategic partners and organize and detail services and programs with prospective clients.

Requires education and/or experience equivalent to a Bachelor's degree in business administration, economics, finance, marketing, public administration, planning or closely related field. Ideal candidate will have a minimum of 3-5 years experience in economic development or closely related field and be a graduate of Economic Development Institute (EDI) or an acceptable equivalent program and/or designation.

Minimum salary of \$50,000, negotiable DOQ, with full County benefits package. Please submit County application and resume to Lee County Administrator, Room 111, Lee County Courthouse, P.O. Box 367, Jonesville, VA 24263. Applications open until position is filled. County application form may be obtained online at www.leecova.org. For further information, contact Dane Poe, County Administrator, at (276) 346-7714.