



OPPORTUNITIES IN ALBEMARLE COUNTY



NOTICE OF VACANCY

Economic Development Project Manager

Economic Development

Exempt, Pay Grade 16

The **Economic Development Project Manager** will serve as a resource in support of the County's Office of Economic Development Office (OED). The position will primarily be responsible for working on key projects to include in the planning, scheduling, coordinating all work related to projects. Essential functions include, but are not limited to the following:

- Performs a variety of administrative, operational, technical and professional work in preparation and implementation of economic development plans, programs, and services;
- Leads business visitation and business retention activities;
- Supports the success of the local innovation and entrepreneurial ecosystem;
- Project management responsibilities for multiple economic development projects, some may require public input, multiple process teams, groups of stakeholders and others;
- Timely and effectively communicates relevant information to superiors, process owners, public and project stakeholders, as appropriate;
- Develops and administers a schedule utilizing MS Project or similar software to schedule activities, identifies critical paths, required resources, and takes the lead role in monthly reporting;
- May serve as a project spokesperson when projects are presented to the Board of Supervisors, the Economic Development Authority, and others, as required;
- May draft Executive Board Reports for assigned projects;
- Confers with departmental representatives to secure information on programs, and compiles facts;
- Assists with marketing, website and social media;
- Assists County staff and related agencies in developing, clarifying and articulating strategic goals, mission, vision and values;
- May supervise outside contractors and interns, as required;
- May serve on departmental or cross-departmental teams;
- Will serve as part of an Economic Development Team
- Performs other duties as assigned.

QUALIFICATIONS: Any combination of education and experience equivalent to graduation from an accredited college or university with a bachelor's degree; and a minimum of two years of consulting, project management, or economic development experience. Advanced degree will be considered equivalent to two years of experience.

Some knowledge of terminology, practices and techniques of economic development and general project management. Ability to communicate effectively orally and in writing; Ability to express ideas clearly and concisely to individuals, groups, and in public; Ability to deal tactfully and effectively with people, and to establish and maintain effective working relationships with County staff, elected officials, partners and the public; Ability to use a variety of software including word processing, presentation, and spreadsheet programs, database programs, and MS Project; Must have the ability and experience to work independently with some guidance. Ability to develop policies, procedures, and practices related to economic development.

PHYSICAL CONDITIONS AND NATURE OF WORK CONTACTS: Works typically sitting in an office with occasional walking, light lifting and other limited physical activities. Regular contact with department staff including Department Heads or above. Occasional travel to visit sites, companies, agencies, and state and regional meetings is necessary.

SALARY: Hiring Range: \$48,308 - \$57,969 annual equivalent/based on experience, education and internal equity.
Internal candidates will receive pay adjustments in accordance with Local Government Personnel Policy, §P-60.

DEADLINE FOR APPLICATIONS: 12/6/2018

EQUAL EMPLOYMENT OPPORTUNITY

Albemarle County does not discriminate on the basis of race, creed, gender, national origin, age, military service or disability. Reasonable accommodations will be provided for persons with disabilities if requested.