

Department:	Economic and Community Development	Pay Grade:	38
Reports To:	County Administrator	FLSA Status:	Exempt/Discretionary
Last Revised:	05/2019	Last Reviewed:	05/2019

GENERAL STATEMENT OF DUTIES

Leads the newly created Department of Economic and Community Development in order to align Roanoke County's economic development, planning, engineering and development services functions to maximize high quality private commercial, industrial and residential investment in the local economy. The Director of Economic and Community Development is an ambassador and collaborator with private and public sector partners to encourage the best possible development outcomes for both citizens and the private investors. S/he is responsible for initiating, developing and implementing an economic and community development strategic plan in partnership with key stakeholders including private citizens, staff and regional partners in order to position Roanoke County to flourish in the Innovation / Entrepreneurial economy.

ESSENTIAL JOB FUNCTIONS

- Positioning the community to thrive in the Innovation Economy through development and implementation of an Economic and Community Development strategic plan.
- Developing and maintaining an organizational structure for Economic and Community Development functions that encourages collaboration and teamwork across functional areas.
- Assisting developers to maximize return on investment while encouraging high quality development.
- Marketing the County to prospective investors.
- Creating and integrating the County programs to encourage entrepreneurial start-up businesses and innovative development of intellectual property.
- Providing Department level oversight of functions including but not limited to:
 - Economic Development
 - Land Use and Community Planning
 - Zoning Administration
 - Building Code Administration
 - Storm Water Management
 - Site and Subdivision Review
 - Budgeting and Procurement
- Working to obtain state and federal transportation and infrastructure funding for the County and region
- Developing and implementing consistent methods for delivery of streetscape, greenways and locally administered road projects.
- Working cooperatively with federal, state and regional public sector economic and community development partners.
- Conducting public presentations, leading meetings and providing briefings to the County Administrator and Board of Supervisors.
- Working collaboratively with key financial management staff, Department Directors and external agency representatives.
- Effectively leading staff to achieve desired outcomes.

POSITION REQUIREMENTS/PREFERENCES

Education	<p><u>Required:</u> Bachelor's degree from an accredited college or university with major coursework in public administration, planning, engineering or a related field</p> <p><u>Preferred:</u> Master's degree in public administration, business, engineering, planning or a similar program. Certification through the American Institute of Certified Planners (AICP) and / or Certified Economic Developer (CEcD) through the International Economic Development Council.</p>
Experience	<p><u>Required:</u> Five years of progressively responsible experience in economic development, community development, planning, engineering or equivalent.</p>
Knowledge, Skills and Abilities	<ul style="list-style-type: none">• Comprehensive knowledge and experience in economic development to include business attraction and retention, marketing, branding, and incentives;• Comprehensive knowledge and experience in public project management related to economic development and infrastructure;• Comprehensive understanding of zoning principals and application;• Comprehensive knowledge in developing and maintaining budgets;• Comprehensive knowledge and experience in leading, evaluating, and managing a large, diverse staff;• Thorough knowledge of local government organization and operations;• Skill in the oversight of complex engineering functions such as engineering plan review, project delivery, and storm-water;• Skill in the use and application of the Building Code and Building Code Enforcement;• Skill in handling public hearings and meetings with groups representing diverse opinions with the potential for confrontations and extreme emotionalism;• Skill in organizing and presenting highly technical information, development projects, budgetary philosophies and policies;• Ability to make effective oral presentations and to prepare written reports;• Ability to work independently and meet deadlines;• Ability to establish and maintain successful working relationships with departments, staff, government officials, and the public;• Ability to demonstrate leadership skills which exhibits the qualities of integrity, trustworthiness, respect and team collaboration;• Ability to communicate effectively, both orally and in writing;• Ability to mentor staff and encourage staff development skills

Additional
Requirements

Subject to a complete criminal history background search with acceptable results. Must possess a valid Virginia driver's license and be able to drive to meetings, job sites, etc. Must be able to perform the job as described in the Physical and Environmental Demands section of this job description.

Supervisory
Responsibilities

Yes – supervises high-level professional division director staff.

OVERALL PHYSICAL STRENGTH DEMAND

SEDDENTARY Lift and/or exert force up to 10 lbs. occasionally or insignificant weights frequently; sitting most of the time.

PHYSICAL DEMANDS

C = Continuously 5.5 to 8+ hours daily F = Frequently 2.5 to 5.5 hours daily O = Occasionally Up to 2.5 hours daily R = Rarely Less than 1 hour per week N = Never Never occurs

Code	Physical Demand	Code	Physical Demand
O	Standing	F	Sitting
F	Walking	R	Lifting
R	Carrying	R	Pushing/Pulling
O	Reaching	F	Handling
C	Fine Dexterity	R	Kneeling
O	Crouching	N	Crawling
O	Bending	N	Twisting
R	Climbing	R	Balancing
C	Vision (Correction Required: N/A)	F	Hearing
F	Talking	R	Foot Controls (driving, operation of equip, etc.)
	Other		

ENVIRONMENTAL FACTORS

D = Daily W = Several Times Per Week M = Several Times Per Month S = Seasonally R - Rarely N = Never

Code	Health and Safety	Code	Environmental Factors
R	Mechanical Hazards	R	Dirt and Dust
N	Chemical Hazards	R	Extreme Temperatures
N	Electrical Hazards	R	Noise and Vibration
N	Fire Hazards	R	Fumes and Odors
N	Explosives	R	Wetness/Humidity
N	Communicable Diseases	R	Darkness or Poor Lighting
N	Physical Danger or Abuse		Other (specify)

PRIMARY WORK LOCATION

Office Environment

MACHINES, TOOLS, EQUIPMENT, WORK AIDS

Standard office equipment

PROTECTIVE EQUIPMENT REQUIRED

OHSHA required Safety Vest, Hardhat, Boots and other similar equipment as required to visit job sites to review project progress or to evaluate citizen complaints.