



*Surry County
Virginia*

Classification Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Job Title: **Economic Development Director**

Department: Economic Development

Pay Grade: 319

FLSA Status: Exempt

JOB SUMMARY

Under the supervision of the Assistant County Administrator, plans, organizes and implements economic development functions from conception to completion; including business retention, business attraction and incentive programs, research and planning and organizational capacity and facility development; performs a variety of responsible administrative, professional and technical tasks; provides managerial oversight over tourism and workforce development programs; implements economic development goals and objectives for the County, interfaces and coordinates with the development community, local businesses and various County departments and staff and related work as apparent or assigned.

ESSENTIAL JOB FUNCTIONS:

- Provides assistance in the development of short and long term economic and community development plans, as well as the gathering of information and preparation of studies, reports, and recommendations to achieve such goals. This will include responding to requests for information for economic development purposes, and the coordination with other departments and agencies as needed.
- Provides professional economic development advice, and serve as an advocate for economic development in line with the Comprehensive Plan, zoning ordinances, and goals as established by the County.
- Promotes the Surry West Business Park, promoting the sale of lots, and the

Surry County, VA Economic Development Director

Updated: 7/31/18

orderly development of projects within the park.

- Serves as a liaison with various local, State, and Federal agencies, coordinating projects with agencies as deemed necessary and appropriate including the Economic Development Authority.
- Provides information and/or make presentations to supervisors, boards, commissions, civic groups, businesses, individuals, and the general public on economic development issues, programs, services, and plans.
- Becomes familiar with the existing inventory of available buildings and business and residential development sites within the community. This will include both public and private buildings and land areas.
- Prepares grant proposals and applications, contracts and other necessary documents as may be required.
- Prepares and presents an annual budget.
- Administers Economic Development Grant Incentives.
- Assists with negotiation and the management of professional service contracts, property sales or acquisition, and economic development oriented negotiations, as assigned; negotiates and resolves sensitive issues maintaining confidentiality.
- Formulate and implement marketing and business attraction strategies.
- Maintains strong working relationships with the general public, area businesses, clients, the media, and others.
- Attends professional development workshops and conferences to keep abreast of trends and developments in the field of economic development, and to represent the interest of the County on matters related to economic development.
- Performs other assigned duties.

MINIMUM QUALIFICATIONS TO PERFORM WORK:

- Bachelor's degree in Business, Economic and Community Development or a related field;
- Three (3) years of experience in professional planning including some supervisory experience;
- Or equivalent training, education and/or experience;
- Valid driver's license in the Commonwealth of Virginia.

Knowledge, Skills and Abilities:

- Knowledge of community development principles and its related to economic development (i.e. land use, zoning).
- Ability to think critically, and be goal oriented in setting clear priorities among multiple tasks and can meet project benchmarks and deadlines.
- Ability to communicate effectively orally and in writing; have presentation skills and ability to lead discussions at meetings
- Ability to establish close working relationships with governmental groups at the local, state and federal level and community stakeholders and other economic development practitioners.
- Ability to direct, motivate, develop and evaluate subordinates
- Ability to establish credibility and rapport among a variety of constituencies
- Ability to resolve conflict and drive consensus among diverse constituencies around sensitive and/or highly complex issues.

PHYSICAL DEMANDS:

This work requires the mobility to work in standard office settings using standard equipment; to operate a motor vehicle and to visit and inspect meeting sites; vision to read printed materials and hearing and speech to communicate in person, before groups and over the telephone; walking and hand dexterity is needed to access, enter and retrieve data.

WORK ENVIRONMENT:

Work environment is safe and secure; mobility to visit/tour construction sites, facilities, businesses, etc. required. Travel local and out of the area required.

Surry County has the right to revise this classification description at any time and does not represent in any way a contract of employment.

Employee Signature

Date