



PRINCE GEORGE COUNTY, VIRGINIA
invites applications for the position of:

Economic Development Specialist

SALARY: \$46,986.00 - \$75,177.00 Annually

OPENING DATE: 11/19/20

CLOSING DATE: 12/11/20 05:00 PM

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Assists with business development related questions and provides requested site location information;

Meets with existing retail and industrial businesses in the County; Conducts presentations to businesses, governments and related organizations as required;

Contacts and meets with retail and industrial business development prospects; contacts and meets with developers and consultants; responds to business prospect requests for information; Composes and/or prepares a variety of technical reports, correspondence, press releases, records and other documents as required;

Maintains a variety of automated files and databases with the County, State and Federal Government;

Manages the Enterprise Zone program including new projects and annual reports;

Manages the Tourism Zone program;

Conducts retail and industrial market research as requested; assists in the development of business and tourism information;

Assists the Prince George County Industrial Development Authority as needed;

Attendance at trade shows will be required and may be in partnership with other agencies;

Makes travel arrangements and schedules appointments;

Provides technical assistance to communities and local businesses applying for federal and state grants to aid in expansion and growth;

Performs special projects as required; coordinates support activities for business development and tourism related special events;

Must work with and attend meetings of local, regional, state, and federal organizations;

Performs related tasks as required;

QUALIFICATION REQUIREMENTS:

Thorough knowledge of computer software applications; MS Word, Excel, PowerPoint, Geographic Information Systems (GIS), Website content management, Tyler Munis financial software experience preferred, Constant Contact and Virginia Economic Development Partnership site database. Demonstrate the ability to work under stressful conditions; ability to plan, organize and accurately complete work within stringent deadlines; ability to manage time effectively; ability to establish and maintain effective and cooperative working relationships with associates, officials and general public. Proven discretion and the ability to maintain confidentiality; demonstrated ability to maintain complex clerical records and to prepare reports from such records. Requires the ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculation, to prepare statistical information, site analysis and financial reports; thorough knowledge of the organization and functions of the County.

SPECIAL REQUIREMENTS:

Any combination of education and experience equivalent to graduation from an accredited community college with major course work in business administration, marketing, public administration, economics, Economic Development, or related field.

ADDITIONAL INFORMATION:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia. Must be willing to pursue Certified Economic Developer (C.Ec.D.) designation.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.princegeorgecountyva.gov/>

Position #EDS112020
ECONOMIC DEVELOPMENT SPECIALIST
WJ

Prince George County
6602 Courts Drive
Prince George, VA 23875
804.722.8669

hr@princegeorgecountyva.gov

Economic Development Specialist Supplemental Questionnaire

- * 1. Do you possess a valid driver's license?
 - Yes
 - No
- * 2. Have you ever been convicted of a felony?
 - Yes
 - No
- * 3. Do you have any experience in the Economic Development field?
 - Yes
 - No
- * 4. Please describe your highest level of education by selecting one of the following choices:
 - High School Diploma
 - Associate's Degree
 - Bachelor's Degree
 - Master's Degree
- * Required Question