



HARNETT COUNTY
invites applications for the position of:

Economic Development Director

SALARY:	\$82,388.00 - \$135,941.00 Annually
OPENING DATE:	06/28/21
CLOSING DATE:	07/19/21 11:00 PM
JOB TYPE:	Full-Time Regular
DEPARTMENT:	Economic Development

POSITION SUMMARY:

Harnett County, NC is recruiting for an Economic Development Director. Harnett County has a population of 139,256, and is one of the fastest growing counties in North Carolina. It is contiguous to Wake County (Raleigh) on its northern boundary and to Cumberland County (Fayetteville) on its southern boundary. The Raleigh metro area is one of the fastest growing urban areas in the United States. Fayetteville is home to Fort Bragg, the nation's largest Army installation. The county is also centrally located in North Carolina and is within close proximity to the Great Smoky Mountains and Blue Ridge Parkway, and to the numerous Atlantic Ocean beaches and the Outer Banks. The County's water source is the Cape Fear River, and its water and sewer system is the third largest county-owned system in North Carolina. This puts the County in control of its utilities for future growth. The County seeks a proven professional with deep experience in all facets of economic development, but particularly in product development, marketing, and recruitment. This position will answer to the County Manager.

The county offers a wide range of training and development opportunities, a stable career in public service with a balance of work and family life. We provide a competitive salary and benefits package including health and dental coverage, as well as retirement and access to an employee health clinic for employees and dependents

***Salary will be based on selected candidates qualifications.**

DUTIES AND RESPONSIBILITIES:

- Plans, organizes, and manages the operations of the Economic Development Department including annual budget recommendation.
- Develops department goals and objectives consistent with the goals and strategies of the Board of Commissioners and economic development strategic plan.
- Supervises staff hiring and development and manager work performance, including completion of performance reviews.
- Manages and organizes the activities of the Harnett County Properties Corporation, a 501(c)(3) local economic development partner. Utilize partnership to develop future sites and buildings.
- Develop industrial and commercial properties by working with a variety of public and private partners.

- Develops grants and funding sources to support infrastructure improvements; researches, writes and contracts for grant procurement and administration.
- Presents program information to community groups, County management and other board and private sector entities.
- Responds to economic development inquiries by preparing cost-benefit analyses and site selection information in a timely manner.
- Prepares incentive and grant requests related to recruitment projects, organizes prospect tours and community visits.
- Develops marketing strategies and participates in trade shows and offsite meetings with prospective clients including site consultants.
- Performs other duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education/Certification:

- Graduation from an accredited four year college or university with a Bachelor's degree in Business Administration, Marketing, Economics Public Administration, or related field.
- Minimum five years of increasingly responsible experience in the field of economic development.

Preferred Qualifications:

Certified Economic Development (CEcD) designation preferred.

Knowledge, Skills, and Abilities:

- Excellent interpersonal, verbal and written communication skills
- Skills in data collection, analysis and establishment of databases related to County statistics and demographics.
- Extensive experience in the economic development field, including incentives, planning, development, project financing techniques, and marketing.
- Ability to plan, organize and effectively develop industrial and commercial leads for the County, including building consensus among diverse groups.

SUPPLEMENTAL INFORMATION:

Work Environment/Location/Physical Demands:

- Must be able to perform the operation functions of stooping, reaching, walking, fingering, grasping, hearing, talking, and repetitive motions
- Must be able to perform sedentary work exerting up to 10 pounds of force occasionally to move objects
- Must possess the visual acuity to prepare data and statistics, do extensive reading, and operate a computer terminal.

Successful completion of a drug screening and criminal background check will be required as a condition of employment.

Harnett County is an Affirmative Action/Equal Employment Opportunity Employer.

Harnett County participates in E-Verify to determine employment eligibility to work in the United States.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.harnett.org>

Position #ECO 1501
ECONOMIC DEVELOPMENT DIRECTOR
RM

P. O. Box 778
455 McKinney Pkwy.
Lillington, NC 27546
910-893-7567

Economic Development Director Supplemental Questionnaire

* 1. Please verify that your application includes the following information:

- * Complete education history (including High School)
- * Employment history including correct dates of employment, employer address and phone number, supervisor's name and reason for leaving each employer.
- * A minimum of 3 professional references

Applications without the above information will be considered incomplete and will not be processed. Please take a moment to review your application before submission to ensure all categories are completed.

Responses to the supplemental questions are verified against the education and work experience provided in the "Education" and "Work Experience" sections of the application to determine your qualifications for this position.

I have read and understand the above statement.

- Yes
- No

* 2. What is your highest level of education?

- Master's Degree
- Bachelor's Degree
- Associate's Degree
- High School or G.E.D.
- None of the Above

* 3. From the list below, please indicate the major coursework of your highest degree.

- Business Administration
- Marketing
- Economics
- Public Administration
- Other Related Field
- Not Applicable

* 4. If you selected "Other Related Field" in the previous question, please list below the major coursework for your degree. (If this question does not apply please type N/A in the space provided below.)

* 5. How many years of increasingly responsible experience in the field of economic development do you possess?

- 5+ years
- 3 - 4 years

- 1 - 2 years
- Less than a year
- None

- * 6. Do you possess a Certified Economic Development designation (CEcD) certificate?
 Yes No

- * 7. Do you have experience working in the public sector?
 Yes No

- * 8. Briefly describe your experience in budget management. (If this question does not apply, please type N/A in the space provided below.)

- * 9. Please describe why you are interested in the position and detail your experience and accomplishments. (If this question does not apply please type N/A in the space provided below.)

- * 10. Do you have a valid North Carolina driver's license?
 Yes No

* Required Question