



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

## **Director, Economic Development**

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**SALARY:** \$83,791.00 - \$134,065.00 Annually

**OPENING DATE:** 04/13/22

**CLOSING DATE:** Continuous

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

Prince George County is currently seeking qualified applicants for the Director of Economic Development position to coordinate the County's economic development projects; maintain existing businesses; and, attract new industry and business. The position is responsible for implementing the economic development strategy for the County, to include promoting positive communication between the Board of Supervisors, Industrial Development Authority, the business community and county staff, assisting investors, identifying the interests and priorities of businesses presently located in the County, assisting prospects while they are seeking area information, and maintaining information on County demographics and data pertinent to business investment and/or expansion decisions.

### **QUALIFICATION REQUIREMENTS:**

Thorough knowledge of the principles and practices of economic development, including basic techniques of statistics, economic, and sociology. Considerable knowledge of County and State tax structures as they apply to commercial and industrial activity. Considerable knowledge of a broad span of commercial and industrial activity and how to match needs and specifications prescribed by prospects who are seeking to locate in a new environment. Ability to deal effectively with prospects or their agents from their first expression of interest to their final, on-site review in determining whether or not to locate a facility in Prince George County. Ability to establish and maintain effective working relationships with investors, developers, business leaders, government officials, and other County employees. Ability to communicate effectively, both orally and in writing. Ability to operate general office equipment, including computer keyboard, telephone, copier and calculator.

### **SPECIAL REQUIREMENTS:**

Possession of a Bachelor's Degree in business administration, marketing, public administration, economics, Economic Development, or related field; Master's Degree in related area and/or Economic Development Institute course completion is desirable; C.Ec.D. preferred, extensive professional experience in economic development, marketing, or Economic Development-related activities, preferably in local, state, or regional government; or any equivalent combination of acceptable education and experience providing the knowledge, abilities, and skills as described below. Minimum of five years' experience locating businesses and industries.

### **ADDITIONAL INFORMATION:**

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

Position #DED042022  
DIRECTOR, ECONOMIC DEVELOPMENT  
WJ

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

[hr@princegeorgecountyva.gov](mailto:hr@princegeorgecountyva.gov)

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## Director, Economic Development Supplemental Questionnaire

- \* 1. Describe your highest level of education by selecting one of the following:
    - High School Diploma or GED
    - Associate's Degree
    - Bachelor's Degree
    - Master's Degree
  - \* 2. Describe your level of experience working as a professional in Economic Development, Marketing or Economic Development-related activities by selecting one of the following:
    - No experience
    - 1-2 years of experience
    - 3-4 years of experience
    - 5 or more years of experience
  - \* 3. Describe your level of experience in local, state or regional government by selecting one of the following:
    - No experience
    - 1-2 years experience
    - 3-4 years experience
    - 5 or more years experience
  - \* 4. List any courses or certifications you possess that would be applicable to this position.
- \* Required Question