



# Madison County Vacancy Announcement

## Director of Community and Economic Development

### Position Summary:

Madison County is seeking a dynamic leader to serve as the director of Community and Economic Development. Building on the foundation of our cultural and natural assets, Madison County has undertaken an aggressive effort in recent years to strengthen the county's economic base and prepare for the future through increased support of existing and expanding industry, focused planning to improve infrastructure throughout the county, solid partnerships to strengthen the county's workforce, and fostering an environment that allows entrepreneurs to thrive. More information about the county's current economic development initiatives can be found at [www.InvestInMadison.com](http://www.InvestInMadison.com).

The ideal candidate for the position will be a self-starter who has strong verbal and written communication skills, attention to detail, is comfortable interacting with members of the business community as well as elected and appointed officials, and is able to coordinate multiple projects and subject areas under tight deadlines. An employee in this position must exercise independent judgment and simultaneously must consider financial, socio-economic, legal, and regulatory variables as they affect the county. The position will be part of county leadership, reporting directly to the county manager, and will work closely with the Economic Development Advisory Board and Board of Commissioners.

This position is exempt under the Fair Labor Standards Act.

### Where to Apply:

The position is open until filled. Submit a North Carolina State Application (PD 107) with a cover letter to Madison County Human Resources. To obtain an application, visit <https://www.madisoncountync.gov/employment-opportunities.html>. Applications will be accepted at the Madison County Human Resources Office, 107 Elizabeth Ln., Marshall or mailed to: Madison County Human Resources, PO Box 579, Marshall, NC 28753.

Madison County Government is an Equal Opportunity Employer.

### Essential Functions:

- Maintains a business retention program; visits each industry in the county regularly to stay abreast of their status and any potential for expansion, and assists with any problems where government help is available.
- Serves as initial contact for potential industries and businesses considering new location or expansion; shows sites and arranges meetings with local officials; researches land and coordinates contacts for the property; serves as liaison during plant or facility construction; investigates labor supply, utilities, and works with various groups to ensure the availability of an

- adequate, well trained workforce for industrial concerns.
- Develops marketing tools for the economic development of the county including maintaining the economic development website and managing the department's social media presence while developing brochures, advertisements, and other marketing materials.
- Works with the Economic Development Advisory Board, Board, Board of Commissioners, and other government officials and community stakeholders to establish short and long-term goals for community and economic development in Madison County. The county is currently developing an Economic Development Strategic Plan, with the assistance of the North Carolina Department of Commerce.
- Maintains a network of contacts to identify potential business and industrial sites.
- Identifies grants and funding sources for infrastructure, industry support, and other economic and community development needs. Researches, writes, and contracts for grants procurement and administration.
- Maintains relationships with regional and state economic development and planning officials and organizations, including the NC Department of Commerce, NC Economic Development Partnership, Land of Sky Regional Council, and regional and state transportation officials.
- Keeps current records on sites and buildings and reports changes to the Department of Commerce and NC Economic Development Partnership; keeps files and statistics on labor wages, demographics, economic base, maps, profiles, utilities, retail sales, building permits, finances and schools; reports on growth announcements and statistics on various agencies.
- Prepares department budget recommendation; establishes yearly goals and objectives.
- Serves as a staff resource and technical consultant to the Economic Development Advisory Board; and makes presentations to commissioners and other local governing boards on initiatives to support economic development.
- Coordinates county-led partnerships for economic development and other strategic efforts with local municipalities, educational institutions, and local organizations such as the Chamber of Commerce, Tourism Development Authority, and Arts Council.
- Performs related duties as required.

### **Education:**

Graduation from a four year college or university with a degree in business, planning, economics, public administration, or related field supplemented by training in economic development and considerable professional experience in community or economic development; or an equivalent combination of education and experience.

### **Knowledge, Skills, and Abilities:**

- Thorough knowledge of principles, practices and processes involved in economic development.
- Thorough knowledge of the principles of management, business, their organizational procedures, and financing.
- Considerable knowledge of economic, social, and technological resources available in the economic development field.
- Considerable knowledge of the assets of the community and federal, state, and local laws pertaining to economic development and planning.
- Considerable knowledge of the local, regional, state and federal resources and agencies available to assist with various economic development activities.
- Considerable knowledge of the application of information technology to the development of information and to the recruitment and retention of economic capital.
- Considerable knowledge of marketing principles and practices.

- Skills in data collection and analysis, and establishment of data bases about pertinent County statistics and demographics.
- Ability to plan, organize, and effectively develop industrial leads for the County including building consensus among diverse groups.
- Ability to communicate effectively in oral and written forms.
- Ability to establish and maintain effective working relationships with industry and business executives and owners or representatives, public officials at the local, state and federal levels, contractors, community leaders and organizations, other department heads, superiors and other employees.
- Ability to analyze situations accurately and make correct recommendations for each business contact.

### **Physical Requirements:**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. In compliance with ADA requirements, reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Additional physical requirements:

- Must be able to physically perform the basic life operational functions reaching, standing, walking, lifting, fingering, talking, hearing, and repetitive motions.
- Must be able to perform sedentary work exerting up to 10 pounds of force frequently or constantly to move objects.
- Must possess the visual acuity to prepare and analyze data, examine and work with maps, charts, and detailed materials, operate a computer, inspect sites, use measuring devices, to figure computations, and to read extensively.

**Requirements:** Applicant must be willing to submit and pass a pre-employment drug/alcohol test as well as a criminal background check. This position is subject to health and safety sensitive drug screens. Must possess a valid North Carolina Driver's License.

**Salary:** \$47,000 to \$54,000. This position comes with a benefits package including: paid health insurance; dental, eye and other supplemental insurance available, paid sick time, paid vacation time, and paid holidays.