



# Madison County Vacancy Announcement

## Director of Development Services

### Position Summary:

The ideal candidate for the position will be a self-starter who has strong verbal and written communication skills, strong 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 consider financial, socio-economic, legal, and regulatory variables as they affect the County.

Under limited supervision, this position will perform complex administrative and supervisory work in developing, coordinating, approving, and executing policies and plans to strengthen Madison County's economic base and ensure the orderly growth and efficient administration of County resources. This position will be responsible for all Economic Development initiatives and responsibilities. In addition, this position will exercise full administrative supervision of Planning and Zoning, Code Enforcement, and GIS programs.

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:

- Formulates, installs, modifies, and improves master and subsidiary plans for the County's physical, economical, and social development.
- Leads the daily operations of the Development Services Department and oversees all functions within the Department.
- Performs various supervisory tasks in overseeing and managing the activities of assigned personnel, instructs, assigns, and reviews work; maintains standards through the effective coordination of activities.

- Ensures all employees within Development Services Department are in compliance with required certifications and licensures.
- Develops and recommends policies to ensure all areas within the department are functioning effectively and efficiently; reviews, and suggests ordinance amendments; ensures State statutory requirements are met.
- Plans, organizes, and directs the activities of professional, technical, and clerical personnel engaged in the compilation, analysis, and interpretation of data affecting community planning and building construction.
- Serves as technical advisor to the County Manager, County Board of Commissioners, and Economic Development Board on Development Services matters.
- Prepares and administers departmental work plans and budgets
- Reviews complex development plans and permit applications of developers and property owners to ensure compliance with various codes and ordinances;
- Receives and responds to detailed requests, concerns, and complaints related to the Development Services Department.
- 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 contracts 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 adequate, well trained workforce for industrial concerns.
- Develops marketing tools for economic development of the county and oversees incentive initiatives.
- Works with various groups to establish short and long-term goals for community, planning, and economic development in Madison County.
- 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 NC department of Commerce, NC Economic Development Partnership, Land of Sky Regional Council, and regional and state transportation officials.

### **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:**

- Comprehensive knowledge of principles and practices of public/business administration as applied to natural resources, population, cultural features, and other economic and social matters;
- Thorough knowledge of government programs, laws, and services;
- Thorough knowledge of office computer software, working familiarity with other technology used to perform position duties.
- Thorough knowledge of principles, practices, and processes involved in economic

development.

- Knowledge of economic, social, and technological resources available in the economic development field.
- Ability to plan, coordinate, and supervise the work of others;
- Ability to effectively communicate orally and in writing;
- Ability to establish and maintain effective working relationship with industry and business executives and owners or representatives, public officials, contractors, community leaders and their organizations, and coworkers.
- Considerable knowledge of marketing principles and practices.
- Knowledge of the assets and resources of the community, federal, state, and local entities pertaining to economic development and planning.

### **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:** \$65,000. 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.