

## **ASSISTANT ECONOMIC DEVELOPMENT DIRECTOR**

### **JOB DESCRIPTION**

The employee in this position administers various economic development programs and multiple projects. He or she must be detail-oriented, with strong oral and written communication skills and computer skills. Knowledge of tax incentive programs is essential, including enterprise zone and community reinvestment areas. This position will provide research on certain contracts, including demographics, statistics, maps, and reports.

### **ABOUT THE POSITION**

The Assistant Economic Development Director reports to the Economic Development Director and will work in close coordination with the Executive Director of the Wise County Industrial Development Authority, administrative officials of Wise County, and the Wise County Board of Supervisors, serving in a professional leadership role for the promotion of economic and business that expands and retains business and industry development to ensure the economic viability of Wise County.

The Assistant Director will be tasked with communicating effectively and clearly with industry contacts and prospects to market and attract commercial, retail, and industrial prospects and opportunities for the County to achieve sustainable economic development and growth of employment opportunities in Wise County.

### **The primary responsibilities of this position are:**

**OPERATIONS AND PROJECT MANAGEMENT** – Implement objectives and goals set by the Board; prepare agendas and reports for regular and special meetings; collect historical and current data and information as necessary to provide sound economic development analysis that impacts outcomes and opportunities; oversee economic development programs which include business retention, business recruitment, new business start-up.

**MARKETING AND COMMUNICATION** - Foster support for the Wise County organization and the projects, promoting a strategy for marketing the Wise County mission, the Business and Technology Park, and Wise County, to entice commercial, business, and industrial prospects to locate in Wise County. Analyze future sustainable growth areas in the Business and Technology Park, job training capabilities, infrastructure, and technology which are reflective of the Board's objectives and reflecting an assessment of various short-term and long-term needs.

**FISCAL/FINANCE** – In conjunction with the Executive Director, manage the fiscal budget and assets of the Industrial Development Authority according to current laws and regulations; prepare and recommend the annual budget; analyze options and identify opportunities to proactive position the Industrial Development Authority to take advantage of potential funding opportunities for economic development.

**BOARD OF DIRECTORS** – Communicate clearly and concisely the status of projects and programs currently being worked on; ensure all recommendations are properly vetted before presenting to the Board; execute resolutions or other actions as directed by the Board and embrace comprehensive transparency in working with the Board and other community stakeholders.

**ASSESSMENT** – Study the strengths, weaknesses, opportunities, and threats facing Wise County as a whole through analyzing current economic trends, resulting in a compilation of options, strategies, conclusions, and recommendations for the Board’s review.

**IDEAL CANDIDATE** – Understanding of competitive and economic issues and practices, with knowledge in practices, trends, theories, and current information related to the business sector. The ideal candidate will have knowledge of various federal, state, and county codes and ordinances; assess the feasibility of a proposed economic development project, monitor progress on existing projects, and suggest new concepts and alternative approaches to resolve problems and solve challenging situations when they occur.

**EDUCATION AND EXPERIENCE** – A bachelor’s degree in business, economics, finance, public administration or related field is required, or a minimum of three years experience in economic development, business, finance or related field. Experience in the use of market research methodologies is preferred.