

**CHARLES COUNTY GOVERNMENT
JOB DESCRIPTION**

Title: Economic Development Director

Job Summary

The incumbent of this position provides economic development strategies, tactical elements and services on behalf of Charles County as the Economic Development Department to retain and expand the areas primary employment base. Oversee and Manage the County Economic Development Department, Staff, Programs ,Partnerships and Client relationships. .

Essential Job Functions

Oversees and coordinates staff activities in assigned program areas.

Meets with County leadership. organizations and entities on their related programs and collaborative efforts.

Meets with Regional leadership, organizations and entities on their related programs and efforts.

Meets with Charles County Department Heads on coordinated ED programs and collaborates internal cross department efforts.

Meets with Commissioners on recommended economic development programs and their impacts.

Meets with corporate and business clients on location, relocation, expansion or recapture.

Oversees office Budget and Financial Funds under management including revolving loan programs.

Other Duties

Performs all other duties and responsibilities as assigned.

Knowledge, Abilities and Skills (These are pre-employment KASs that apply only to Essential Job Functions.)

Knowledge of--

- Economy and economic potential of Charles County and of the County's development goals and standards.
- Funding sources and their interests and limitations, and of real property resources and values.
- Locational and other requirements of business firms operating in the County as well as of possible expansion needs.
- Media and other avenues of approach to business firms that may be potential candidates for introduction into or expansion within the County.

Ability to--

- Evaluate locational and other needs of business firms.
- Expedite governmental processes and funding source consideration in support of new or expanded business ventures.
- Represent the County's program effectively, orally and in writing.
- = Establish and maintain effective work relations with entrepreneurs, financing sources, and County an other public agencies.

Required Qualifications (Note: Any acceptable combination of education, training and experience that provides the above knowledge, abilities and skills may be substituted on a year for year basis.)

Training and/or Education:

MS degree with four years experience with emphasis in a related area (e.g., Business Administration, Marketing, Urban Planning, Economic Development, or Real Estate) or BS degree in same emphasis areas with seven years of

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appropriate work experience.

Experience:

Experience with business, planning, real estate, or a related field; considerable experience in commercial or industrial real estate site acquisition and development or in business and industrial financing, zoning, commercial real estate and business marketing.

Licenses or Certificates:

Special Requirements:

Physical Demands:

Office environment. Travel required.

Unusual Demands:

FLSA Status:

Exempt

Reports to:

County Administrator

Supervises:

Marketing Director

Business Expansion and Retention Director

Administrative Associate

Revised: 3/06

Grade 20