

JONES COUNTY

Economic Developer/Planner

POSITION: Economic Developer/Planner

SALARY RANGE: \$49,698 - \$54,858

GENERAL STATEMENT OF DUTIES

Employee directs the County's economic and industrial development programs. Reports to the Jones County Manager, works under the advice of the Economic Development Commission, but works independently, with little or no direct day-to-day supervision.

Description:

An employee in this class supports and encourages retention and expansion of existing industries in Jones County. Work is performed under the supervision of the County Manager and is evaluated through observation, conferences, and the quality and effectiveness of work completed.

Essential Duties and Tasks

Supports and encourages retention and expansion of existing industries in Jones County. Establishing and implementing programs to recruit new businesses (including small businesses and entrepreneurial ventures) and industries for Jones County. Preparing and regularly updating/revising a long-range plan for economic and industrial development within the County. Coordinates with County and municipal managers/leaders, especially in areas directly pertaining to economic/industrial development such as planning, zoning, extension of water and sewer lines, and the like. Encouraging and participating in planning for the growth, development, and maintenance of a quality workforce in the County, with special emphasis on building the skills needed for current and expected future jobs in the County. Responsible for the administrative functions and operations of the Economic Development Office to include budget preparation and expenditure approval, purchasing, also, makes presentations to the Jones County Board of Commissioners as necessary and appropriate. Prepares a long-range plan for the development of the County, specifically involving the location, design, and development of industrial parks and buildings and the infrastructure necessary to support their development as well as the expansion of existing businesses and industries; presenting development plans. Also, makes recommendations, seeks advice and secures the support of the Economic Development Commission Board of Directors concerning such development and marketing to attract business and industry; as part of the planning process, consulting with community leadership to develop a vision of the future of the County. Attend meetings of the Economic Development Commission Board of Directors and makes presentations as required; preparation of the agenda for the Board meetings.

Ensures adherence to established laws, policies, procedures and standards; preparing and submitting various reports and records as required by County management. Serves as staff to Planning Board.

Additional Job Duties

Performs related duties as required.

RECRUITMENT AND SELECTION GUIDELINES

Knowledges, Skills, and Abilities

Thorough knowledge of the methods and techniques used in business solicitation and industrial promotion.

Thorough knowledge of the principles of supervision, organization and administration.

Thorough knowledge of the resources available to assist industries at the County and state levels.

Thorough knowledge of demographic and geographic features important to industries.

Thorough knowledge of general management and business organization principles and practices.

Skill in the collection, analysis and presentation of industrial and economic data and to make sound recommendations from the information.

Ability to prepare a budget and monitor expenditures.

Ability to plan, assign and coordinate the work of clerical staff.

Ability to read and interpret blueprints and engineering specifications.

Ability to exercise considerable independent judgment and discretion in establishing, applying and interpreting policies and procedures.

Ability to develop effective promotional material for the County.

Ability to communicate effectively in oral and written form.

Ability to establish and maintain effective working relationships as necessitated by work environments.

Ability to perform light work exerting up to 20 pounds of force occasionally; up to 10 pounds of force frequently and/or constantly.

Ability to work with data and figures, perform accounting functions, operate a motor vehicle and a computer, do extensive reading, perform visual inspections, and use measurement devices.

Desirable Education and Experience

Bachelors degree in economic development, business administration, marketing, planning or a related field or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

Possession of a valid driver's license issued by the State of North Carolina.

How to Apply: Interested candidates must complete and submit a North Carolina State Application (PD-107) to:

Division of Employment Security

2836 Neuse Boulevard, New Bern, NC 28562

Or
Angelica Hall, Human Resources
418 Hwy 58N, Unit A
Trenton, NC 28585

Closing Date: Open Until Filled
Jones County is an Equal Opportunity Employer