

SMYTH COUNTY

EMPLOYMENT OPPORTUNITY

DIRECTOR OF COMMUNITY AND ECONOMIC DEVELOPMENT

Under the general direction of the County Administrator, acts as the County's primary business liaison and business location and expansion advocate and community planner. The essential function of the position within the organization is to work with the County Administrator and others to develop, implement, and manage an aggressive and comprehensive economic development program in order to diversify and grow the County's business base, job market, and tax base. The Director promotes, communicates and reinforces the Board of Supervisor's goals and objectives to create growth and enhance the community. This position cooperates and coordinates with other local, regional and state economic development partners including the Virginia Economic Development Partnership, the Smyth County Economic Development Authority, Smyth County Planning Commission, and the Virginia Department of Housing and Community Development, among others. Position requires a focus on strategic marketing, and ability to build strong relationships with both existing businesses, and potential new business prospects, with a strong emphasis on developing new potential commerce. Director plans and implements specialized programs for small businesses and entrepreneurs in support of attracting investment to the County and reports to the Board of Supervisors. Develops, recommends, and implements effective strategies, plans, and programs for economic growth within the County.

Education and Experience: Four-year degree specializing in economic development, community planning or other closely related field from an accredited college. Master's Degree preferred. Demonstrated knowledge of effective economic development programs and proven ability to plan, develop and implement strategic business plans. A thorough knowledge of local, regional, and state economic development organizations, relationships and processes. Strong understanding of business and industry location, facilities, logistics, financial, labor, and business service needs. Requires excellent interpersonal facilitation and negotiating skills.

Knowledge, Skills, and Abilities: Ability to immediately establish and maintain rapport and cooperative and effective working relationships with economic development partners, businesses of all sizes and types, co-workers, elected officials, citizens, the media, civic groups and community organizations. Ability to gather, analyze, and evaluate economic studies, financial statements, and marketing studies. Excellent marketing skills and abilities, and oral and written communication skills. Ability to work independently and exercise independent judgment.

Successful applicant must reside in Smyth County within six months of successfully obtaining position.

Salary: DOQ with full County Benefits

This is not a complete description of duties. A full job description and applications are available on line at www.smythcounty.org under the Human Resources link, and at the Smyth County Administrator's Office. Please submit completed application with resume to: Smyth County Administrator's Office, Attention Human Resources, 121 Bagley Circle, Suite 100, Marion, VA 24354 before **May 31, 2018**.

SMYTH COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER