WASHINGTON COUNTY, VIRGINIA, POSITION DESCRIPTION

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Eco Position Description:
Job Title: Deputy County Administrator/Economic Development & Community Relations **Department:** Economic Development & Community Relations **Supervised by:** County Administrator **Revised Date:** November 26, 2013

Title: Deputy County Administrator/Economic Development & Community Relations

Department/Division: Economic Development & Community Relations/County Administration

Nature of Work:

- Assists in the administration of the affairs of the County within the framework of County policies, ordinances and state statutes.
- Serve as Director of the Department of Economic Development & Community Relations.
- As authorized by the County Administrator, provide supervision of special County projects and represent the governing body from time to time.
- Responsible for oversight of the County's Economic Development functions including planning and coordinating activities to focus on retaining existing and attracting new industry, business and investments to the County.
- In the absence of the County Administrator, serves as chief administrative officer for the County and is empowered to act in the capacity of County Administrator.
- Work is performed with a wide degree of latitude for the exercise of independent judgment and action.

Essential Duties:

<u>Economic Development:</u>

- Provide assistance in development of short and long term economic development plans to include gathering information and preparing studies, reports, and recommendations to achieve the goals of the plan. This involves the preparation and maintenance of information on utilities, taxes, zoning, transportation, community services, financing tools, and incentives to be used in response to requests for information for economic development purposes and to coordinate with other departments and agencies as needed.

- Provide professional economic development advice, assist in the application and permitting process, and serve as an advocate for economic development in line with the Comprehensive Plan, zoning ordinances, and goals established by the County.
- Develop and promote the County industrial parks, promoting the sale of lots and orderly development of projects within the parks.
- Maintain a liaison with various local, State and Federal agencies, coordinating projects with agencies as deemed necessary and appropriate.
- Provide information and/or make presentations to supervisors, boards, commissions, civic groups, businesses, individuals, and the general public on economic development issues, programs, services, and plans.
- Maintain a database with the existing inventory of available buildings and development sites within the County. This will include both public and private buildings and land areas.
- Prepare grant proposals, applications, and other necessary documents as may be required for economic development.
- Assist with negotiation and the management of professional service contracts, property sales or acquisition, and economic development oriented negotiations as assigned.
- Work with the Economic Development Committee to formulate and implement marketing and business attraction strategies.
- Attend meetings and work with the County's Industrial Development Authority and act as a contact and liaison between that body, the Board of Supervisors, County Administrator, public and other entities involved with economic development activities of the County.

Community Relations:

- Prepare the County's annual report for public use.
- Serve as a liaison between the community and County Government, striving to make our County as transparent as possible.
- Promote and ensure a high quality of life for all County citizens through community initiatives and by fostering open dialogue within the community and among neighbors, leaders and elected officials.
- Increase awareness and understanding of government activities and policies to corporate and private residents, civic organizations, the media, county officials, employees, and other jurisdictions.

Administrative:

- Prepare and manage an annual budget for the Department of Economic Development and Community Relations.
- Work closely in collaboration with the County Administrator and other County staff.
- Perform other duties as requested by the County Administrator.

Job Requirements Needed:

- Demonstrated ability to maintain information strictly confidential, an attention to detail.
- Thorough knowledge of economic development principles, practices, and techniques; pertinent laws, ordinances, regulations, and other regulatory standards applicable to the work; research methods and techniques, Washington County communities, programs and procedures;
- Thorough knowledge of general principles, practices, and techniques of marketing and public relations.
- Ability to communicate effectively to groups and individuals, engineers, architects, contractors, developers, businesses, supervisors, employees and the general public.
- Ability to establish working relationships with other organizations and economic development practitioners.
- Ability to prepare and analyze reports and data, and have skill in the operation of necessary tools and equipment, i.e. computer, word processing, spreadsheet software, and general office equipment.
- Working knowledge of County zoning and infrastructure, and planning programs and processes.
- Ability to communicate both verbally and in writing.
- Education equivalent to graduation from an accredited college or university with a major course of study and training in Planning, Public Administration, Business, Communications, or a closely related field. At least three (3) years of professional experience in economic development; or an equivalent combination of education, training, and work experience.

Job Location and Conditions:

- Work is performed primarily in the office setting at the Washington County Administrative Office. May be required to report to work after or before regular business hours and during emergency conditions.
- Performs work safely in accordance with County safety policy and procedures and specific departmental safety procedures.

GENERAL APTITUDES and PHYSICAL REQUIREMENTS:

- **Mental Abilities:** Must have ability to reason and make judgments, to understand and follow oral and written instructions, to guide/give instructions and to make decisions in accordance with established procedures and policies.
- **Speaking/Talking Abilities:** Must have ability to answer the telephone, radio or switchboard; communicate with County officials; general public; vendors; supervisors and or with other employees.
- **Hearing/Listening:** Must have ability to communicate with County officials; public; vendors; supervisors and or other employees.
- **Reading/Ability to Read and Understand Text:** Must have ability to read and understand text.

- **Numerical:** Must have ability to mentally perform accurate two digit calculations, accurate calculations aided by a calculator and adding machine or measuring devices.
- **Manual Dexterity:** Must have ability to use telephone; calculator; copy machine; fax machine and manipulate computer keyboard and mouse.
- **Finger Dexterity:** Must have ability to use telephone; calculator; copy machine; fax machine and manipulate computer keyboard and mouse.

Physical Demands:

- **Strength:** Ability to lift at least 25 pounds.
- **Climbing:** Must have ability to climb one flight of stairs and twenty to thirty steps.
- **Standing, Sitting and Walking:** Must have ability to: occasionally (1-3 hours/day) stand; frequently (1-3 hours/day) walk and continuously (7-9 hours/day) sit. Must be able to walk over flat terrain.
- **Reaching, Handling, Fingering and or Feeling:** Must have ability to handle papers, files, computer keyboard and work adding machine.
- **Seeing:** Must have ability to focus and have peripheral vision.

Driving:

- Must have a valid driver's license and the ability to drive an automatic transmission car.
- Will have periodic driving record checks done.

Job Status: Full Time/Exempt

Salary : DoQ, DoE with Benefits

Washington County is an Equal Opportunity Employer.

Position Descriptions are intended to serve as guidance and reference documents with respect to the scope, responsibilities and authority of Administrative Division positions. They are not intended and should not be interpreted to be binding or limiting with respect to a position. The Board of Supervisors reserves the right to fill vacancies in positions by hiring persons appearing the best suited for such positions, regardless of their qualifications.