

JOB DESCRIPTION

Carroll County Economic Development / Regional Planning Executive Director

- **To apply:** submit a resume and references to cmodranski@carrollcountyohio.us
or to
Carroll County Economic Development – ED Resume
119 S. Lisbon Street, Suite 201
Carrollton, Ohio 44615.
- Carroll County Economic Development and Board of Commissioners comply with Ohio Public Records Laws.
- The application period is open until the position is filled.

General Function

The Executive Director of Economic Development serves as the chief economic development professional and administrative officer of the Carroll County of Economic Development and Regional Planning, a public agency that serves as the lead coordinator of economic development activities for the County of Carroll, Ohio. The Executive Director is appointed by and works under the direction of the Board of County Commissioner of Carroll County, Ohio.

Responsibilities (including but not limited to)

1. Develop and implement economic development plans, policies, projects, and strategies.
2. Plan and implement public infrastructure projects that support economic development plans and projects.
3. Provide administrative support, reports, and recommendations to the Board of County Commissioners.
4. Assist and advise business clients with accessing financing and development incentive programs.
5. Market and promote Carroll County as a business location for both prospective new businesses and existing businesses.
6. Manage the finances of the organization and its projects.
7. Proactively seek out and administer grants and other financial incentives that promote economic development, revitalization, and infrastructure development projects.

8. Collaborate and advocate for comprehensive workforce development strategies that will assist current and prospective employers with recruiting, training, and retaining employees.
9. Administration of the Carroll County subdivision regulations; determining that all new developments meet county requirements.
10. Consults with County Departments (Engineer's Map Office, General Health District, Township Trustees, etc.) in reviewing all proposed new land splits and major subdivisions throughout the county per application requirements and guidelines.
11. Administration of the house numbering system for the County; assigns new house numbers to all residences and business sites. Works with 9-1-1 Coordinator, U.S. Postal Service and other County Offices to verify addresses as requested.
12. Maintains current records on tax maps of landownership and location of all residences in Carroll County.
13. Communicate with the Board of County Commissioners, municipalities, townships, citizen advisory groups, other city and county department heads, and elected officials and their employees, business owners, developers, and citizens in order to negotiate agreements,
14. communicate needs of multiple parties, explain projects, and present reports and recommendations.
15. Identify and target businesses and industries for recruitment to the area; promote the community as a viable option for the location of business
16. Represent the community at meetings, conferences, presentations, and trade shows and through the development of proposals and promotional materials.
17. Comprehend and make inferences from reports, appraisals, legal opinions, land and title reports, and build cost estimates to understand project proposals, negotiate agreements, and make policy recommendations.
18. Develop and maintain positive relationships with developers, consultants, firms and government officials, and agencies involved in economic development.
19. Develop and maintain positive relationships with local organizations, partners, businesspersons, and public officials
20. Perform any other applicable duties as assigned by the Board of Commissioners.

Qualifications

1. Possession of a Bachelor's degree is desired, preferably in Business or Public Administration, Marketing, or a closely related area.
2. Five years of economic development experience or equivalent business or organizational management experience is desired but not required
3. Knowledge of effective principles, practices, methods, and techniques of local
4. economic development.
5. Knowledge of business concerns, needs, practices, markets, and relocation needs and initiatives.
6. Ability to establish and maintain effective working relationships with the Board of Commissioners, local state, and federal officials, employees, committees, governmental units, civic groups, and the general public.
7. Ability to establish and maintain effective working relationships with private sector executives and business representatives to complete economic development projects.
8. Knowledge of the techniques and principles of public relations, external community image building, and marketing.
9. Knowledge of the community's long-range plans and economic needs.
10. Knowledge of private sector financing and development incentive strategies.
11. Knowledge of state and local government operations, including various legislative processes.
12. Ability to plan, coordinate, direct, and motivate the work of self and staff.
13. Ability to prepare and present effective oral and written reports and recommendations.
14. Excellent accountability, judgment, and decision-making ability.
15. Excellent work history and attendance record required.