

COUNTY OF ASHE JOB DESCRIPTION

JOB TITLE: COMMUNITY DEVELOPMENT DIRECTOR & ASSISTANT COUNTY MANAGER

DEPARTMENT: ADMINISTRATION



REPORTING RELATIONSHIP:

This is a full-time, twelve-month position that reports to the Ashe County Manager.

GENERAL STATEMENT OF JOB:

Facilitates, recruits and supports the development and retention of entrepreneurial businesses in Ashe County, and assists the County Manager with departmental oversight. Departmental oversight will include the Planning Department.

JOB REQUIREMENTS:

A minimum of a four-year degree in business, marketing, finance, public administration, planning, or related field preferred, supplemented with additional experience in business start-ups and/or other economic development activities. The applicant must have knowledge of entrepreneurial development strategies, along with a willingness to provide support to ongoing economic development activities. The applicant must possess the following skills: excellent oral and written communication skills; exceptional organizational skills; the ability to function independently as well as part of an overall team; the ability to handle multiple tasks; and the ability to work with a diverse array of people. The applicant should also present a professional image and be able to handle confidential information. Grant writing experience is preferred. A North Carolina driver's license or the ability to receive one is required.

DUTIES AND RESPONSIBILITIES:

BUSINESS AND INDUSTRY DEVELOPMENT

1. Assists the County Manager in responding to business and industry inquiries, including scheduling and coordinating visits.
2. Works with existing businesses and industries to encourage retention and expansion.
3. Identifies and maintains information on existing and potential buildings and sites suitable for industrial or significant commercial use.
4. Assists the County Manager in the creation of appropriate marketing tools.
5. Maintains close contact with local, state, regional, federal, and private organizations to promote and enhance industrial development.
6. Enthusiastically facilitates the development of new entrepreneurial businesses and the retention and expansion of entrepreneurial businesses in Ashe County.
7. Develops and maintains a "toolbox" for existing and potential entrepreneurs, bringing together a myriad of resources and materials into a concise, user-friendly format.
8. Serves as a primary, single-source contact for individuals interested in starting a small business and coordinates with other agencies to ensure the individuals needs are met.
9. Identifies financial resources and seeks further funding to assist with entrepreneurial development.

ASSISTANT COUNTY MANAGER

1. Assists the County Manager with capital projects, public facility planning, strategic planning, and special projects for the County; coordinates assigned projects with the business and development communities, with County staff, and with internal special project teams.
2. Acts as public information officer for the County. Writes press releases, handles social media engagement, and other media inquiries.
3. Assists the County Manager with contracted services and agreements.
4. Works with ongoing recovery efforts post-Hurricane Helene including business recovery, grant writing and housing.
5. Works in a team with partner agencies on long term quality of life issues including housing, childcare and education.

COMMUNITY DEVELOPMENT & RELATIONS

1. Provides direction, leadership, supervision and guidance to assigned department heads and staff in the functions of planning, community development, economic development, and redevelopment.
2. Finds, creates, submits, and manages grant and incentive opportunities and decisions for the County.
3. Prepares and delivers presentations to civic and community organizations.
4. Promotes and encourages citizen involvement in the County's economic development activities.
5. Participates in civic and Chamber activities.

COMMUNICATIONS

1. Reports activity to County Manager and County Commissioners on a regular and timely basis.
2. Facilitates the development and maintenance of website dedicated to economic development in Ashe County.
3. Fully utilizes area media to inform the community of entrepreneurial and economic development activities.
4. Presents to the Ashe County Board of Commissioners on a regular basis.

OTHER RESPONSIBILITIES

1. Participates in appropriate professional organizations.
2. Participates as a member or board member of local, regional or statewide organizations where such participation enhances the image of Ashe County or contributes to the overall entrepreneurial and economic development efforts of the County, subject to approval by the County Manager.

MINIMUM QUALIFICATION OR STANDARDS:

Physical Requirements: Must be physically able to operate a variety of machinery and equipment, including an automobile, calculator, copiers, personal computer and related equipment. Must be physically able to exert a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Sedentary work involves sitting most of the time but may involve walking or standing for brief periods of time.

Data Conception: Requires the ability to compare and judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from the obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving instructions, assignments, and directions to subordinates and assistants.

Language Ability: Requires the ability to read literature, various types of reports, governmental records and studies, and legal documents. Requires the ability to prepare governmental reports and technical studies with the proper format, punctuation, spelling, grammar, using all parts of speech. Requires the ability to be conversant in the theory, principles, and methods of effective and persuasive speaking, voice and diction, phonetics, discussion, and debate.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information and to follow and give verbal and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including accounting and governmental terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; adding and subtracting totals; multiplying and dividing; determining percentages and decimals; and utilizing basic systems of algebra and geometry. Has the ability to use practical application of fractions, percentages, ratio and proportion, practical algebra, and geometry.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes in using automated office equipment and the ability to operate a motor vehicle.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. The worker needs to relate to people in situations involving more than receiving instructions. Must be adaptable to performing under high levels of stress when confronted with an emergency.

Physical Communication: Requires the ability to talk and hear (talking – expressing ideas by means of spoken words; hearing – perceiving nature of sounds by ear).