



Class Title	Assistant Director Economic Development
Position Number	0701
FLSA Status	Exempt
EEO Classification	Officials and Administrators
Department	Economic Development
Supervised By	Director Economic Development

Nature of Work

Performs business attraction, development, and retention work, including support of the County's expanding Rural Economic Development efforts; assists in coordinating prospect attraction and support efforts with that of other County departments, the Economic Development Authority, commercial real estate brokers, regional organizations and State agencies; and, assists in coordinating Capital Improvement Projects, grant programs and other special projects and events; represents department as a liaison to various committees and external organizations.

Essential Job Functions (other essential job functions may be designated by department)

- Assists in development and execution of goals, strategies, and actions associated with the County's Comprehensive Plan and Strategic Vision Plan of the Economic Development Department; participates in the development of the Department's annual operating budget.
- Assists in development of strategies to identify target businesses, monitors competition, and establishes marketing tools specific to the needs of target businesses and evaluating and developing incentive programs tied to specific target industry segments, focusing on redevelopment and rural economic development.
- Serves as primary administrator incentive programs; works with other County departments, the Commissioner of Revenue's Office, and outside agencies.
- Maximizes the use of the County's natural assets by exploring rural economic development opportunities.; organizes Manufacturing Day program in partnership with WJCC Schools; seeks similar opportunities to assist and highlight other target industry segments.
- Presents information and makes recommendations to the Director of the Economic Development Department and appropriate groups, as necessary; responds to requests for information and assistance related to business prospects and serves as a liaison with appropriate County departments and outside agencies.
- Provides assistance to the Economic Development Authority (EDA) and its committees and serves in the absence of the Director of Economic Development as staff support to the EDA and other economic development organizations and agencies.
- Performs other duties as assigned.

Job Preparation Needed

- Any combination of education and experience equivalent to a Bachelor's degree in business, public administration, or related field; and, considerable experience in economic development or marketing.
- Must possess reliable transportation to work site(s).
- Knowledge of the principles, practices, and techniques of comprehensive plans, economic development, the tourism industry, business management, and real estate; knowledge of the operations and practices of local government.
- Knowledge of principles and processes for providing customer service including setting and meeting quality standards for services, and evaluation of customer satisfaction.
- Skill in public speaking; effective presentations; use of computer software, especially Microsoft Office Suite.
- Ability to interpret and explain state and local rules and regulations; communicate effectively orally and in writing, make independent judgments and take initiative; work independently based upon broadly stated goals and objectives; work with a variety of different groups, build consensus among diverse audiences, and resolve potential conflicts diplomatically; meet tight deadlines and to handle confidential information with discretion; establish and maintain effective working relationships.

Performance

All employees are expected to work effectively and ethically with citizens and with each other to meet the needs of the community and the organization. Employees are expected to demonstrate work behaviors that model the County's values and further the County's mission.

Post Offer Requirements

- Credential check
- National criminal/sex offender record check

Introductory Period 6 months

Post Hire Requirements

- Not Applicable



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Job Locations and Conditions

- Duties are performed primarily in an office setting.
- Eligible for regular telework.
- Requires the ability to work a flexible schedule, including some nights and weekends; may require travel outside of area with an overnight stay.
- Performs work safely in accordance with department safety procedures and County Safety Program; operates equipment safely and reports any unsafe work condition or practice to supervisor.
- May be required to report to work to serve customers during emergency conditions; may be assigned to report at a different time and location and to perform different duties as necessary.



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General Aptitudes and Physical Abilities

James City County is an Equal Opportunity Employer. The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Incumbents must be able to perform all essential job functions unaided or with reasonable accommodation. Prospective and current employees are invited to discuss accommodations.

Frequency Scale:

C= Continuously (2/3 or more of the time)	F= Frequently (from 1/3 to 2/3 of the time)	O= Occasionally (up to 1/3 of the time)	R= Rarely (less than 1 hour per week)	N= Not an essential job function
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General Aptitudes/ Physical Abilities	Frequency	Description
Mental Ability	C	Must have general learning ability and the ability to understand instructions and underlying principles; understand and follow oral and written instruction, and/or to guide/give instructions; and, ability to make decisions in accordance with established procedures and policies
Communication Ability	F	Must have ability to understand meanings of words and ideas associated with them and to use them effectively; comprehend language to understand the relationship between words; understand meanings of whole sentences and paragraphs; present information or ideas clearly; and, communicate with public, vendors, supervisors, and/or other employees, and County officials. <ul style="list-style-type: none"> • Verbal Communication: hear/listen; communicate orally with public, vendors, supervisors, other employees, and County officials • Written Communication: read/understand text; exchange information in written form
Mathematical ability	F	Must have ability to perform accurate calculations mentally and/or aided by a calculator or other device
Spatial ability	N	Must have ability to comprehend forms in space and understand relationships of plane and solid objects; may be used in such tasks as blue print reading and in solving geometry problems; frequently described as the ability to mentally visualize objects of two or three dimensions or to think visually of geometric forms
Operate office equipment	F	Office equipment such as computer keyboard and mouse, copy/fax machines, telephones, calculator, etc.
Operate other equipment/tools	N	Necessary equipment and/or tools
Transport/Reposition Objects	O	Must be able to transport and reposition 10-15pounds of materials/equipment from ground to waist
Ascend/Descend	N	Must be able to work in and move to different height levels
Sit	C	Must have the ability to sit
Stand	O	Must have the ability to stand
Walk	O	Move self from one location to another on flat terrain
Run	N	Move self from one location to another on both flat and rough terrain
Position self to lower level	O	Must have ability to bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself
Reaching, handling, fingering, and/or feeling	F	Must have ability to stretch out, extend, or put forth a bodily part; to touch or grasp something, by extending or stretching; to touch, lift, hold or operate with hands
Seeing	C	Must be able to see, to perceive, or comprehend by the sense of sight; be able to focus with distinctness or clarity; use peripheral vision; and, determine color and depth perception. Must be able to see at night and/or in dark spaces
Hearing	C	Must be able to hear and listen to voices and sounds
Driving	F	Must be able to transfer or convey in a standard, automatic vehicle including car, van, small truck