

## **PRESIDENT/CEO JOB OPENING**

Jackson County, Jackson County Economic Development Board

### **COMPENSATION:**

Negotiable

Personal use of EDA/IDB vehicle

Medical Insurance (Single Coverage)

Payment of all professional dues and civic club memberships

Entitles to retirement, sick leave and vacation time as approved by the Jackson County EDA in personnel policies and the Retirement Systems of Alabama (ERS)

### **SUPERVISOR:**

Reports to: Jackson County Economic Development Authority Board of Directors

### **JOB SUMMARY**

Under the general direction of the Jackson County Economic Development Authority/Jackson County Industrial Development Boards, the essential functions of the job of President/CEO are to plan, coordinate, research, analyze, and implement economic development strategies and projects that improve and expand the economy of Jackson County, Alabama. This is to be accomplished through industrial recruitment of domestic and foreign industries and assisting existing industries with their expansion efforts.

After employment must reside in Jackson County, Alabama.

### **JOB SPECIFICS:**

#### **A. Recruitment**

Responds to proposals and inquiries by companies, consultants, and other EDA allies looking for available land and/or buildings in Jackson County.

Prepares for and meets directly with corporate executives and consultants to showcase Jackson County and available opportunities for new development and expansion.

Develops supports for potential companies such as zoning and infrastructure, based on requirements of the company and the potential site location.

Develops content for consideration regarding quality of life.

Coordinates studies required for each available industrial site and building.

Formulates incentive packages, prepares analysis and estimates of public resources and funds, and negotiates final terms with corporate executives and local and state representatives.

Works with appropriate entities to identify and provide funding for project development and associated components.

Escorts representatives of potential industries on county and site visits.

Maintains relationships with NAIDA, Alabama Department of Commerce, TVA, EDPA, and other key allies.

Knowledge of Alabama Department of Commerce, Tennessee Valley Authority, and Jackson County Economic Development Authority, and other local agencies' industrial recruitment incentives.

Conducts and coordinates strategic planning for economic development.

Creates and maintains an operating budget.

## **B. Retention**

Supervises the EDA Business/Workforce Development Director.  
Surveys businesses and industries regarding satisfaction and needs.  
Consults with companies regarding need for expansion and options.  
Promotes products and services generated within the county.  
Meets with businesses and companies and responds to requests and needs.

## **C. Infrastructure**

Identifies and researches potential industrial property sites within the county.  
Meets with owners of potential industrial sites and obtains options or approval for listing available properties.  
Assembles documentation of each site as required for listing with EDPA.  
Works with the EDPA to complete Advantage Site qualification on identified industrial sites.  
Works with the municipalities, various counties/regional agencies, and IDB to improve infrastructures as needed.  
Develops plans for provision of appropriate utilities and sites.

## **D. Marketing**

Supervises the marketing director.  
Identifies opportunities for marketing of the county.  
Attends industrial trade shows and conferences representing Jackson County.  
Designs, creates, researches, and prepares marketing materials, including comprehensive community profiles, demographic data, labor market analysis and other marketing/research related materials.  
Maintains current inventory of available commercial and industrial buildings and sites; maintains and updates information on the EDPA database and the TVA database.  
Maintains and updates economic development related information on the EDA's website.  
Attends meetings to promote Jackson County.  
Meets with project managers and the EDPA to update and provide opportunities with Jackson County.  
Contributes to the County identity and branding in unified manner.

## **E. Knowledge, Skills, and Abilities**

Knowledge of County and departmental policies, procedures, and guidelines.  
Knowledge of the County and of businesses and industries located within.  
Knowledge of the purposes and practices of economic development within the public area.  
Excellent communication and presentation skills.  
Ability to communicate effectively using verbal and written skills.  
Ability to maintain a high degree of confidentiality as necessary.  
Ability to prioritize and give direction for completion of tasks and projects.  
Skills in making digital presentations.  
Ability to read maps and interpret engineering drawings and layouts.  
Ability to work independently and be self-driven.  
Excellent skills in organization and time/priority management.  
Ability to manage time of self and others to accomplish goals.  
Ability to provide supervision and direction to subordinate employees.

**Other Characteristics:**

Baccalaureate degree from an accredited college.

Three years of work experience in economic development, public administration, or a closely related field is preferred.

Completion of a basic economic development program preferred.

Certification as an economic developer preferred.

Supervisory experience is preferred.

Possession of a current and valid driver's license.

Ability to work extended non-traditional hours is required.

**Application Process:**

Detailed Resume

Written statement on why the applicant should be chosen for this job.

Selected applicants will be interviewed for this job by members for the Jackson County Economic Development Board/Jackson County Industrial Development Board.

Send Materials via certified U.S. Mail to:

Jackson County Economic Development Authority/

Jackson County Industrial Development Board

817 South Broad Street

Scottsboro, AL 35768

**Deadline for Applications: July 15, 2017**