



ECONOMIC DEVELOPMENT DIRECTOR JOB DESCRIPTION

TITLE OF POSITION: Director, Trego County Economic Development (TCED)

DEPARTMENT: Economic Development

REPORTS TO: TCED Board of Directors and Trego County Commissioners

DESCRIPTION OF POSITION: Develops with the assistance of the TCED Board, County Commissioners, along with the Collyer and WaKeeney City Councils the vision for the future of Trego County and said cities. Manages a comprehensive and effective economic development program incorporating this vision.

The position will work closely with the business community, business attraction prospects, regional, state and federal economic development agencies.

POSITION QUALIFICATIONS: Demonstrates financial, organizational and excellent verbal and written communication skills and a familiarity with the economic development field.

EDUCATION & EXPERIENCE: Minimum of a four-year degree with emphasis in business/business administration or equivalent experience. Two years economic development experience can be substituted for the degree. Completion of a program or certificate from an accredited industrial/economic development institute is required.

Understand the principles and general trends within the economic development industry.

Background that includes experience in one or more of the following: market research, advertising, public relations, business retention, community planning and grant research, preparation and writing is desirable.

POSITION RESPONSIBILITIES:

- Act as liaison with city, county, state and federal officials.
- Actively seek and promote new industry within Trego County following the vision set forth by the TCED Board, Commissioners and City Councils.
- Remain alert to new programs or legislation which may be either beneficial or detrimental to the welfare of Trego County and disseminate to appropriate entities.

- Responsible for developing and submitting the annual budget to the TCED Board per the TCED Bylaws. Properly monitor the budget throughout the year.
- Work closely with existing businesses and civic organizations; discuss with businesses problems or issues they are experiencing which limits or threatens their operations, assist in helping solve those problems/issues so a healthy business climate is maintained.
- Work closely with the Kansas Department of Commerce, Northwest Planning & Development Commission, Pioneer County Development, Small Business Development Centers, wKREDA, KEDA, Kansas Housing Authority, local lending institutions and any entities that may aid Trego County with information, funding, grant knowledge, networking, etc.
- Time management skills required.
- Develops and implements assistance and incentive programs for existing and new businesses.
- Development of promotional materials, advertising, etc. & keep these materials up to date.
- Evaluate and recommend changes to policies, practices and procedures.
- Develop and implement programs for prospective business opportunities and maintain a prospect list for follow-up on a regular basis.
- Represent the county and cities with call trips, trade shows and other appropriate meetings.
- Develop and implement marketing initiatives that target and encourage investment in new or expanded businesses in Trego County.
- Develop and implement a system that ensures that information on available industrial, commercial and retail buildings along with land in Trego County is current and accessible for economic development prospects.

Work closely with real estate professionals, city/county officials and utility companies in keeping this system up to date.

- Create, develop and maintain web site and/or pages for economic development and link to Trego County website along with a FB page to keep businesses, citizens and potential citizens informed.
- Responsible for preparation of agenda, minutes of the board meetings within the guidelines of the state.
- Self-motivated and results-oriented individual able to work with a Board of Directors and other stakeholders.
- Anticipate potential issues, identify alternative courses of action and prepare proactive recommendations.
- Maintains professional affiliations to enhance professional growth and remain current with the latest trends, techniques and technologies for economic development.
- Attends professional development workshops and conferences to keep abreast of trends and developments in the economic development field.
- Ability to prepare and analyze reports and data.

- Research all available state programs, federal funding, loans, grants, etc. as may be available in attracting new industry and supporting existing businesses.

Background & Qualifications

- Background that includes experience in one or more of the following: market research, advertising, public relations, business retention, community planning and grant research, grant preparation and grant writing is desirable.
- Has an equivalent to a bachelor's degree in Economic Development, Business, Public Relations or related field.
- Completion of a program or certificate from an accredited industrial/economic development institute is required. (There are 2, one in Kansas City and the other in Oklahoma)
- Understand the principles and general trends within the economic development industry.

WORKING CONDITIONS:

- Occasionally requires lifting materials weighing up to 20 pounds.
- Computer proficiency (Word, Excel, PowerPoint, Outlook, etc.).
- Projects and duties require before and/or after normal office hours.
- Expected to work the number of hours reasonably necessary to complete projects and duties.
- Travel, as needed, to support Trego County/Economic Development.
- Must be a resident of Trego County or willing to relocate.
- Other duties as assigned by the County Commissioners.

4/22/2020 11:00 AM