

FULL-TIME ECONOMIC DEVELOPMENT DIRECTOR

SALARY Starting at \$36,000 commensurate on experience.

LOCATION: Wayne County, Corydon, Iowa

JOB TYPE: Full-Time Benefits.

WORK HOURS: Average 32 Hour Workweek

OPENING DATE: 07/16/2023

CLOSING DATE: 09/01/2023

BENEFITS: Flexible Work Hours IPERS Health Insurance Paid Holidays
(Approx. \$30,000 value)

Located in the most southern tier of counties in the central part of the state of Iowa with rural, commercial, residential, agricultural and industrial development. Wayne County has a population of 6000 residents.

Business services, retail, manufacturing, health care services, construction, transportation and agriculture comprise the largest share of employment locally with major employers including East Penn, Shivvers, By Heart, Wayne County Hospital, Wayne Community Schools and Air Filtration.

We are seeking an Economic Development Director to lead the Economic Development activities that promote quality, primary job creation and capital investment within the County. The department's core areas of focus are primary employer attraction, retention and expansion, housing, childcare, attracting new retail development and support for existing businesses, parks and recreation and redevelopment of commercial properties. WCDC works directly with other City(s) and County departments as well as a multitude of external strategic partners such as Chambers of Commerce and other volunteer organizations.

ESSENTIAL FUNCTIONS Under administrative direction of the County and the Wayne County Development Corporation (WCDC) board of directors, directs and manages all activities to attract, retain and expand commercial, ag, industrial and other businesses in the county. In this capacity, contributes to the development of and supports the approved work plan to address the county priorities.

Business services, retail, manufacturing, health care services, construction, transportation and agriculture compromise the largest share of employment locally with major employers including East Penn, Shivvers, By Heart, Wayne County Hospital, Wayne Community Schools and Air Filtration

Wayne County is far from being built-out, with numerous opportunities for commercial, residential, industrial development, ag development and redevelopment.

(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. The list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)

- Participates as a member of the county department team. Balances advocacy for individual department wants/needs with commitment to and support for the best overall outcomes for the county and community(s).
- Develops, plans, organizes and implements marketing strategies to promote Wayne County as an ideal business, commercial, and light industry location through presentations, correspondence and meetings with individual real estate developers and business owners, organizations (public and private), site selectors, brokers and all economic development clients or prospects interested in the county.
- Promotes business and commercial development through personal contacts with community leaders, management officials of existing business and industry, the commercial real estate community, and other area economic development partners (regional and state agencies, etc.).
- Oversees programs, funding and initiatives that support small businesses in Wayne County.
- Directs, initiates and coordinates development and marketing plans for Wayne County
- Develops plans and strategies to encourage expansion and retention of existing businesses and redevelopment of blighted areas to promote a stronger economic base in the county.
- Participates in the county and community(s) comprehensive planning process involving recommendations and strategies for improvements to services, regulations, facilities, utilities and related resources, including schools, workforce training and apprenticeships, transportation, water and sewer, and parks and recreation.
- Meets with City Councils, and Wayne County Board of Supervisors to assist in policy determinations regarding economic development and redevelopment projects. Represents the county in meetings with professional organizations, outside agencies, and the public.
- Prepares and presents monthly reports on departmental issues and projects. Works to resolve development issues and concerns.
- Maintains demographic and statistical databases. Manages the development and maintenance of property inventory. Oversees or manages redevelopment projects, meeting with property owners, business appraisers, attorneys, and environmental consultants.
- Develops, presents, implements, and Wayne County Development Corporation budgets.
- Performs other duties as assigned.

QUALIFICATIONS

Education/Experience: BA degree and Economic development experience preferred.

Knowledge, Skills, and Abilities:

- Knowledge or desire to learn the theory, principles, practices, and methods of economic development and redevelopment.
- Knowledge or desire to learn the policies, practices, procedures and goals of Wayne County.
- Knowledge or desire to learn the county and community(s) Comprehensive Plan(s).
- Knowledge or desire to learn of federal, state, and local laws, statutes, and ordinances related to business development.
- Knowledge of business practices and financing methods.
- Skill in promoting economic development.
- Skill in attracting significant targeted employers.
- Skill in applying appropriate public relations skills in various situations and circumstances.
- Skill in assessing community(s) and county needs and strategically planning for the future.
- Ability to effectively represent the county in meetings with professional organizations, outside agencies, and the public.
- Ability to interpret, understand, and comply with complex statutes, ordinances, regulations, standards, and laws.
- Ability to develop, implement, and evaluate policies and procedures.
- Ability to analyze and evaluate information accurately, and to express ideas clearly, when providing oral and written reports or recommendations on administrative, financial and technical issues.
- Ability to respond with tact, composure, and courtesy when dealing with difficult situations.
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Ability to listen well and communicate effectively orally and in writing with various audiences.
- Ability to research, develop and lead formal and informal presentations and discussions with diverse groups.
- Ability to exercise significant authority and discretion.
- Ability to use standard office equipment, computer equipment and software including word processing, database management, spreadsheet applications and electronic mail.
- Ability to establish and maintain effective working relationships with county employees, management, elected officials, other agencies, developers, business community members and the general public.

Physical and Mental Requirements: While performing the duties of this job, the employee is regularly required to sit, stand, walk, finger, talk, and hear. The employee is required to have close visual acuity. The position is considered mostly sedentary work: exerting up to 10 pounds of force occasionally, and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. The employee is subject to

environmental conditions that occur inside and outside.

TESTING PROCEDURES Examinations may include but are not limited to application screening beyond minimum qualifications; written, oral, practical exercise or any combination thereof.

Any false or untrue statements or material omissions in the application and related paperwork or during the selection process could disqualify you from consideration.

As a condition of employment, Wayne County may conduct background investigations for all positions which may also include a review of credit report and/or driving record. A drug screen, physical, and/or psychological examination may be required.

Wayne County, Iowa is an equal opportunity employer.

Please attach a RESUME and COVER LETTER and email them to wcdciowa@gmail.com no later than the closing date of September 1, 2023. WCDC reserves the right to hire before the closing date if a qualified applicant meets board approval.