

The Economic Development Corporation of Jefferson County

Executive Director Position Description

FSLA Status:	Exempt
Classification:	Executive, Regular, Full Time
Reports To:	EDC Board of Directors
Salary Range:	Negotiated

POSITION SUMMARY

This is the senior management position for The Economic Development Corporation of Jefferson County (EDC). The Executive Director has primary accountability for the accomplishments and fiscal integrity of the entire organization. The Executive Director is expected to work with the Boards of Directors to determine the focus and direction of the EDC, the Port Authority, and the Industrial Development Authority (IDA). The Executive Director is responsible for developing the EDC's capabilities, acting as its spokesperson and representing it before others. The Executive Director is expected to work with representatives from Municipal, County, State, and Federal governments in coordinating the activities of the EDC, the Port Authority, and the IDA and in negotiating financial support. The Executive Director, with the advice and approval of the Board of Directors, shall be responsible for the formulation and execution of an effective program to stimulate the economy of Jefferson County through goals and objectives established by the corporation's members.

MAJOR RESPONSIBILITIES AND DUTIES

Governance & Administration

- Represents the EDC, the Port Authority, and the IDA in accordance with the policies of the EDC, the Port Authority, and the IDA in economic development matters that affect local governments;
- Serves as the chief executive of the EDC, overseeing all day-to-day activities and work of the EDC, the Port Authority, and the IDA;
- Hires and discharges all EDC staff;
- Recommends EDC policies, Port Authority Policies, and IDA policies to the respective Boards of Directors;
- Negotiates and signs contracts, with board approval, on behalf of the EDC, the Port Authority, and the IDA;
- Directs the work of the employees of the EDC and evaluates their performance;
- Makes recommendations on salary adjustments to the EDC Board of Directors;
- Prepares an annual balanced budget in connection with the EDC Budget Committee;
- Develops recommendations for a long-term strategic plan;
- Implements the strategies and meets the objectives of the board-adopted strategic plan;
- Develops administrative regulations and procedures for implementing EDC programs;
- Arranges for the EDC Board of Directors, Executive Committee, Board Standing Committees, Board Ad-hoc committee meetings;
- Arranges for the Port Authority Board of Directors and Executive Committee meetings;
- Arranges for the Industrial Development Authority Board of Directors and Executive Committee meetings;
- Attends all meetings of the EDC, IDA, Port Authority Boards of Directors, Executive Committees, Standing Committees, and Ad-hoc committees;

- Serves as an ex-officio member of each EDC committee as set out in the By-Laws;
- Oversees the preparation of board agendas and notices to those who should attend;
- Maintains a complete record of minutes, policies and procedures adopted by the EDC;
- Oversees the accounting of EDC, IDA, Port Authority monies;
- Ensures the development and implementation of strong internal controls;
- Maintains the organizational and operational requirements set forth in Part 108 of the SBA's regulations;
- Serves as custodian of legal documents and contracts, including but not limited to insurance policies and grant administration contracts; and,
- Prepares reports as requested by the Board of Directors.

Legislation

- Develops and maintains liaison activities with federal, state and regional agencies, including the Missouri Department of Economic Development, the Missouri Department of Transportation, and the U.S. Small Business Administration;
- Represents the EDC at legislative hearings, meetings with governmental agencies and officials, advisory committees and other similar meetings;
- Meets on a regular basis with state and federal representatives to effectively convey Jefferson County economic development priorities;
- Advises the Board of Directors on matters of legislation affecting the EDC and its programs; and,
- Researches and prepares reports on legislative matters affecting the EDC local government members and new legislative possibilities to further promote economic development within Jefferson County.

Community Involvement

- Develops and maintains liaison activities with other associations such as the Missouri Economic Development Council, the National Association of Development Companies; and the Missouri Port Authority Association.
- Represents the EDC on various community, regional, and state organizations assuring for professionalism and for the best possible public image for the County.
- Attends and participates in community functions beneficial to the EDC.

Business Development

- Works on simple to complex development projects with developers, municipalities, the county; and other concerned participants;
- Works with local, state, and federal agencies and EDC staff to ensure a complete development package including loans and incentives for projects;
- Acts as site selection consultant to businesses and developers for projects;
- Conducts Business Retention program;
- Researches potential companies for site possibilities based on the needs of the community; and,
- Prepares and presents site and development proposals to prospective companies.

Governmental Program Coordination

- Develops and maintains liaison activities with local, regional, state, and federal agencies;
- Acts as primary development contact for various local government entities within Jefferson County as assigned;
- Represents the Executive Director and the EDC at legislative hearings, meetings with governmental agencies and officials, advisory committees and other similar meetings;
- Researches legislative regulations and prepares reports for the Executive Director on legislative policy matters;
- Researches, writes, and administers grants for local government entities;

- Conducts and facilitates planning efforts for local governments in the area of economic development planning;
- Attends municipal council meetings and the County Council meetings;
- Makes recommendations to municipal councils and the County Council on projects that the EDC is undertaking;
- Works with local governments to develop new development programs and assist with public administration needs.
- Oversee administration of additional contracted programs as needed.

Additional Duties

- All other duties or responsibilities as assigned by the Boards of Directors for the EDC, Port Authority, and IDA.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of all EDC, IDA, Port Authority, and government commercial lending programs.
- Extensive knowledge of standard not-for-profit accounting procedures.
- Ability to communicate clearly and effectively (orally and in writing) with the staff, general public, EDC, IDA, and Port Authority Boards of Directors and committees.
- Working knowledge of policies, practices, and procedures involved in the administration of government programs including but not limited to CDBG, HOME, and ADDI.
- Ability to work on simple to complex confidential technical assignments.
- Ability to establish and maintain effective working relationships with superiors, attorneys, associates, businesses, and the general public.
- Working knowledge of government functions and their procedures.
- Working knowledge of economic development theories and practices.
- Ability to meet deadlines and manage multiple tasks simultaneously.
- Strong computer skills, including word processing and spreadsheets.
- Strong professional work ethic and commitment to customer service.
- Able to project a professional and positive image of the Corporation at all times.
- Ability to work independently without close supervision.
- A commitment to continuing educational training to keep current with management and economic trends and procedures.

TRAINING AND EXPERIENCE

- A Master’s degree in public administration, business administration or related field. A year of proven economic development experience will substitute for one year of college on a year for year basis.
- Minimum of five (5) years of proven economic development experience.
- Minimum of five (5) five years experience at the supervisory level.
- Experience with governmental funding and commercial lending programs such as U.S. Small Business Administration 504 and 7(a) programs, EDA revolving loan fund programs, Chapter 100 Bonds, Neighborhood Improvement Districts, Tax Increment Financing, Taxable and Non-taxable Revenue Bonds.
- Experience with development proposal preparation and incentive programs at the federal, state and local levels.
- Experience with administering government funded programs such as Community Development Block Grant (CDBG) and HOME.
- Three years experience writing and researching grant proposals for local government entities.
- Three years experience working with local governments and non-profit organizations.