



**Department:** Board of Commissioners

**Title:** Economic Development Director and Planner

<b>EMPLOYMENT STATUS:</b>	Full-time	<b>REPORTS TO:</b>	County Administrator
<b>CIVIL SERVICE STATUS:</b>	Unclassified	<b>FLSA STATUS:</b>	Exempt

**Position Overview:**

This position is responsible for working closely with the County Administrator to promote the Commissioner’s vision of smart growth for Madison County. The Economic Development Planner is responsible for promoting the business and economic development interests within Madison County.

**Qualifications:**

- A bachelor’s degree in political science, business administration, public administration, or any other related field. A Master’s Degree (MPA /MBA) is strongly preferred.
- Strong planning skills.
- At least five years of experience in local government.
- Must have strong project management skills and ability to conduct research, prepare reports and presentations.
- Organizational skills are essential and the ability to use Microsoft Office Suite Programs.
- Experience in community development.
- Strong oral and written communication skills.
- Business Acumen: Knows how businesses work; knowledgeable in current and possible future policies, practices, trends. Understands how strategies and tactics work in the marketplace.
- Must possess a valid Driver’s License.
- Thorough knowledge of marketing and communication concepts, principles, and strategies and the ability to translate these concepts, principles, and strategies into meaningful action.

**Responsibilities:**

- Develops, implements, and manages an innovative economic development plan and related strategies to promote and support the growth, expansion, and retention of

- businesses within Madison County;
- Develops, implements, and manages strategic plans to aid in the securing of commercial development to promote infrastructure investment in the county, including but not limited to, land use plans, utility plans, marketing plans;
  - Works with private and public stakeholders, to further the County's smart growth goals, strategies, and projects;
  - Oversees and promotes grant opportunities for local, state, and federal economic development programs;
  - Coordinates and collaborates on development projects with other offices / departments on the state, municipal and county levels;
  - Presents oral and written reports to County agencies and the Board of Commissioners, economic development interest groups, other interested parties, and the public on topics that include, but are not limited to; economic development trends, opportunities, and accomplishments;
  - Fosters relationships with municipalities and other government agencies;
  - Attends and participates on various boards and committees as directed by the County Administrator;
  - Works outside typical work schedule/business hours as required;
  - Attends trainings, meetings and conferences staying current with new trends;
  - Performs duties as assigned by the County Administrator;

**Compensation:**

Based on experience and qualifications

**To Apply:**

Submit resume with cover letter describing how you meet the required experience and/or education for this position by January 24, 2022, no later than 4:00 P.M. via email to [steve.campbell@madison.oh.gov](mailto:steve.campbell@madison.oh.gov), or by mail to Steve Campbell, Human Resources, 1 N. Main Street, London, Ohio 43140.