



## JOB DESCRIPTION

### **Chester County Job Opening Announcement**

**Position:** Assistant Director - Economic Development  
**Department:** Economic Development  
**Pay:** \$97,850 Annual Max.  
**Reports To:** Economic Development Director  
**Date Posted:** 03/06/2024  
**Closing:** 03/22/2024

#### **How to apply:**

- 1.) Online – go to [Employment Application Form](#) and choose Assistant Director Economic Development to apply.  
- Be sure to complete a new application for every job you are interested in.
- 2.) Hard copy submission – Submit resume/application to:  
Chester County Government, Attn. Human Resources  
Dept., P.O. Drawer 580, Chester, SC 29706

Chester County Government is an Equal Opportunity Employer. (EOE)



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<b>JOB TITLE:</b>	Assistant Director	<b>FLSA:</b>	Exempt
<b>DEPARTMENT:</b>	Economic Development	<b>DATE:</b>	3/6/2024
<b>REPORTS TO:</b>	Economic Development Director		
<b>OPEN DATE:</b>	03/06/2024	<b>SALARY: Based on Experience</b>	
<b>CLOSING DATE:</b>	03/18/2024	<b>Max Salary: 97,850.00</b>	

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### POSITION SUMMARY:

This position serves as the back-up for the Economic Development Director. This position will coordinate with the Director to manage all aspects of the office to include developing a cutting-edge marketing program, plan and develop economic development product, recruit new business and industry, retain existing industry and manage the day-to-day operations of the office.

### ESSENTIAL FUNCTIONS:

*This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.*

- Serve as back-up for the Economic Development Director on economic development projects to include: attending prospect meetings, attending and presenting at County Council meetings, and coordinating and/or making presentations to other project-related stakeholders.
- Supervise staff's day-to-day operations, including coaching new skills, implementing processes and procedures and conducting reviews.
- Create and implement policies and procedures that increase the efficiency and effectiveness of the office. Evaluate existing processes and programs and make recommendations to the Director.
- Represent the office at county, community or other stakeholder meetings.
- Develop, implement and manage a comprehensive marketing strategy that is continuously reviewed for effectiveness, accuracy and relevancy.
- Develop, implement and oversee an existing industry program to include: reviewing program for effectiveness, making ongoing program enhancements and coordinating the collection of data that can be used to enhance marketing efforts.
- Conduct marketing trips to industries/site selection consultants in targeted markets, and attend industry and other tradeshows as needed.
- Coordinate with Director and Project Manager to evaluate and follow-up on leads generated by various marketing channels.
- Manage the office's finances to include: monitoring expenditures to ensure the office has the financial wherewithal to undertake and complete projects, provide information to the Director for annual/biennial budgeting, serve as the department's liaison on finance and budgeting related items.
- Manage all aspects of the office's product development efforts to include: ensuring that all due diligence needed to have an in-depth understanding of Chester County's

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This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



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unique products has been performed; master plan, evaluate and make recommendations on existing properties; pursue funding and relevant certifications to increase the marketability of properties; and coordinate with the Director to identify and research new potential industrial sites.

- Manage economic development projects from inception to completion, as needed.
- Manage all economic development grants, including the identification, application and administration of grant funding opportunities.
- Understand developing trends in this market, research opportunities and launch new marketing and other economic development recruiting initiatives as determined by trend and research analyses.
- Creates and fosters an environment of inclusion and cooperation between economic development allies, Chester County leadership, local stakeholders and office staff.
- Serves on relevant boards and/or committees to encourage economic development and growth in Chester County.
- Works with Planning staff to identify and modify policies and procedures that promote business climate; directs business related inquiries to proper department for assistance.
- Maintains accurate records and files.

### **QUALIFICATIONS:**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.*

### **Education and Experience:**

Bachelor's degree in business administration, or a closely related field, AND ten (10) years of professional experience in economic development, business development, business management, regional economic analysis, marketing, land development, redevelopment, or financial analysis; OR an equivalent combination of education, training and experience.

### **Required Knowledge and Skills**

Knowledge of:

- Principles, practices, and techniques of marketing, public information and education.
- Research and statistical analysis techniques.
- Pertinent federal, state and local laws, regulations and codes.
- Real estate and business law principles.
- Principles of economic and industrial development.
- Record keeping principles and practices.
- Correct business English, including spelling, grammar and punctuation.
- Principles and techniques of preparing effective written informational materials.
- Techniques of making effective oral presentations to large and small groups.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds.



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### Skill in:

- Planning and administering economic development services and programs.
- interpreting and applying methods, practices, procedures, and regulations, related to economic development benefits.
- Developing strategies and implementing tactics for optimal economic vitality, branding, marketing, special events and business relationships.
- Interpreting, applying and explaining complex federal, state and local laws related to the areas of responsibility.
- Preparing clear and concise reports, correspondence and other written materials.
- Using initiative and independent judgment within general policy guidelines.
- Using tact, discretion and prudence in dealing with those contacted in the course of the work.

### **REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:**

*Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*

- Driver's license.

### **PHYSICAL DEMANDS & WORKING ENVIRONMENT:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting and use standard office equipment; stamina to sit for extended periods of time; strength and agility to lift and carry up to 20 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate over the telephone, radio and in person.

**This job description is not deemed to constitute a contract of employment. All employees of the County are in an "At Will" status whose employment may be terminated at any time, with or without notice or cause.**