

WORCESTER COUNTY JOB OPPORTUNITIES

DEPARTMENT: DEPARTMENT OF ECONOMIC DEVELOPMENT
JOB TITLE: DEPUTY DIRECTOR
SALARY/GRADE: NON-CLASSIFIED; BASED ON QUALIFICATIONS
APPLICATION PERIOD: UNTIL FILLED

JOB SUMMARY: The Deputy Director will oversee and manage the operations, business development function and office support staff and will report directly to the Director of Economic Development. Responsibilities will include a full range of economic development marketing and communication which is coordinated with local, state and regional partners.

GENERAL REQUIREMENTS

- Drug and Alcohol Testing
- Pre-employment background check and motor vehicle history

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

- Represent Worcester County and actively participate in Economic Development leadership groups within County, State and Region.
- Responsible for developing and keeping abreast of current Economic Development incentive programs.
- Manage office operations for (i.e. staff development, recruitment and retention programs/plans)
- Participate in public relations and marketing of Worcester County, including public speaking engagements;
- Network and develop potential business clients for location in Worcester County.
- Respond to requests for information or services from local firms;
- Serve as the liaison and trouble-shooter for clients and the permit process and other County services.
- Conduct and coordinate independent research supporting business development activities; including statistical and demographic reports.
- Supervise the preparation and maintenance of information concerning commercial and industrial land and buildings for sale or lease, available employment training programs, etc.
- Coordinate appointments to show appropriate sites and buildings to potential prospects
- Coordinate activity between clients and real estate agents, attorneys, banks, engineers, and public agencies.
- Develop and execute business retention programs to support local companies.
- Facilitate revolving loan process for applicants; serve on community loan committees
- Develop, prepare and coordinate materials, presentations and other items to acquaint relocating/expanding business with Worcester County and its advantages.
- Responsible for the development and management of Economic Development budgets, grants and procurement.
- Perform other related duties as required.
- Maintain and update Website
- Manage social media initiatives

QUALIFICATIONS AND SKILLS

- Graduate from an accredited four-year college or university with a minimum of a Bachelor's Degree preferably in Economics, Business or Public Administration, and completion of 4 years work experience in economic development, workforce development, real estate or other closely related marketing experience, which may include at least 2 years at a supervisory level.
- Knowledge of Economic Development practices and procedures.
- Knowledge of commercial and industrial real estate markets and ability to match client needs to available locations.

- Above average oral and written communication skills necessary to prepare reports, prepare and deliver public presentation, and provide leadership and motivation to department employees,
- Ability to effectively access and utilize computerized systems and equipment (e.g. MS Office, Word, Excel, Access and PowerPoint)
- Ability to develop and maintain effective working relations with elected and appointed officials, business executives, developers and related professionals and the general public.

SAFETY ANALYSIS:

(Rarely (<5% of the time), Occasional (5-25% of the time), Frequent (25-75% of the time); Constant (<75% of the time)

Sedentary work; Constant sitting, viewing; Frequent talking, hearing; Occasional pushing, pulling, carrying, lifting up to 10 lbs. No known significant hazard risk.