

**JOB DESCRIPTION:** Director of Economic and Community Development

**DEPARTMENT:** Economic and Community Development

**REPORTS TO:** County Mayor

**SUMMARY:** This is a highly responsible professional position that includes administrative and managerial work related to planning, organizing, and directing the activities of Economic and Community Development. The Director of Economic and Community Development is a management employee and shall have the responsibilities as stated below.

The Director of Economic and Community Development is responsible for the administration of all Economic and Community Development activities. The Director shall make recommendations to the County Mayor in conjunction with the programs and policies related to businesses, development, and planning.

The Director of Economic and Community Development shall be supervised by the County Mayor regarding day-to-day administration/management affairs.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Develop and implement strategies to promote economic growth and community development in alignment with organizational goals.
- Coordinates and implements the County's Three-Star Program and complies with all State requirements and reporting
- Coordinates, implements, and supports the Planning Commission and its efforts to proactively address planning issues within the County
- Collaborate with public and private stakeholders to address infrastructure needs that contribute to economic development.
- Updates County website as needed
- Works with the East Tennessee Development District, TNECD, Rural Development and TVA
- Establish and maintain collaborative relationships with local businesses, government agencies, and community organizations to foster economic partnerships.
- Oversee the administration and implementation of grants
- Manages Capital Improvement Projects as may be assigned
- Comply with all County Policies, Protocols, and Procedures
- Perform other duties as assigned

**QUALIFICATION REQUIREMENTS:** 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION / EXPERIENCE:** Candidates must have a bachelor's degree, from an accredited College or University in Community Development, Planning, Public Administration, or related fields. A minimum of two years' experience in a progressively responsible position, with at least one year Community Development or similar experience preferred. Past grant experience required.

**COMPUTER SKILLS:** Knowledge of Microsoft Windows and Microsoft Office 365. Knowledge of Canva and Word Press (preferred but not required)

**LANGUAGE SKILLS:** Communicate effectively orally and in writing. Must have the ability to conduct effective public relations programs.

**MATHEMATICAL SKILLS:** Ability to analyze and interpret statistical data and prepare narrative summaries and statistical reports.

**OTHER SKILLS and ABILITIES:**

- Working knowledge of computers and computer technology
- Strong initiative and the ability to work independently
- Outstanding interpersonal skills

Resumes for the position should be submitted via the county website or sent to Claiborne County Mayor, Joe Brooks by email to [countymayor@claibornecountyttn.gov](mailto:countymayor@claibornecountyttn.gov) or in person at the Claiborne County Mayor's office located in the Claiborne County Courthouse, 1740 Main Street, Tazewell, TN 37879. **Deadline for receipt of resumes is May 24, 2024.**