

**GALLIA COUNTY**  
An Equal Opportunity Employer  
**POSITION DESCRIPTION**

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<b>Employee Name:</b>		<b>Position Title:</b> Director of Economic and Community Development	
<b>Dept./Div.:</b>	Commissioners	<b>Employment Status:</b>	Full-time
<b>Reports To.:</b>	County Administrator	<b>FLSA Status/Pay:</b>	Exempt
		<b>Normal Hours:</b>	Varies
<b>EEO Status:</b>	(01) –Officials/Administrator	<b>Classification:</b>	Unclassified

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**GENERAL DESCRIPTION**

Under administrative direction, oversees the operations of Economic and Community Development.

**QUALIFICATIONS:** An example of acceptable qualifications:

Completion of Bachelor’s degree, or higher, with concentration in public administration, business administration, management, finance or other field related to public service and management required (or equivalent field of study); and five (5) years experience in management/administration, preferably in public administration; and any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities. Acceptable “equivalent” is at the sole discretion of the Appointing Authority.

**LICENSURE OR CERTIFICATION REQUIREMENTS:**

Must possess a valid State of Ohio vehicle operator’s license and maintain insurability under the County's vehicle insurance policy.

**EQUIPMENT OPERATED:** The following are examples only and are not intended to be all inclusive:

Personal computer, printers, fax machine, telephone, copier, and other standard business office equipment, motor vehicles.

**INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:**

The employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.), potentially emotionally distraught individuals and has exposure to hot, cold, wet, humid, or windy weather conditions.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered sedentary work.

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### JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

**ESSENTIAL FUNCTIONS OF THE POSITION:** For purposes of 42 USC 12101:

(1) Oversees County’s economic development efforts. Promotes retention and expansion of industry, commerce, and retail within the County; develops and maintains a cooperative working relationship with existing businesses, local utilities and governmental officials; identifies existing businesses’ retention and expansion needs, and utilizes available resources to address those needs.

a. Marketing & Attraction

- i. Promotes positive image of Gallia County and Gallia County Economic Development office
- ii. Maintains database with up to date site/building information
- iii. Oversees marketing for Gallia County Economic Development and manages relationships with consultants, partners, and site selectors
- iv. Leads social media presence and maintains current and professional website
- v. Develops and releases periodic newsletters
- vi. Maintains relationships with media partners; prepares and submits Press Releases and Media Advisories as required.

b. Business Retention & Expansion (BRE)

- i. Maintains Business Retention and Expansion database and software
- ii. Schedules and attends company BRE visits
- iii. Works with local, regional, and state partners and elected officials to communicate business needs and growth opportunities.

c. Community Involvement

- i. Attends and participates in relevant local board meetings
- ii. Attends before and after-hours events and meetings as needed

(2) Identifies economic and community development needs; supervises and develops programs to address program needs and selects and prioritizes projects that reflect strategy; prepares and submits applications, required reporting and documentation to ensure compliance with federal and state regulations; and administers and coordinates with various grant projects and programs.

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- a. Manages current grant programs and activities and ensures compliance; submits accurate and timely reports as required.
- b. Seeks grant programs to expand and enhance the economic and community development activities and efforts of Gallia County.
- c. Works cooperatively with county agencies to develop and enhance workforce and economic development programs in Gallia County.

(3) Supervises assigned personnel as indicated in current table of organization (e.g., maintains personnel records; assists in the hiring process and recommends selection of candidates; recommends personnel actions; oversees affirmative action program; conducts performance evaluations; handles routine disciplinary matters of department staff; recommends disciplinary action, etc.).

(4) Attends meetings and represents the Board of Commissioners on boards, commissions, or other groups or events, makes presentations, responds to inquiries, and performs general office functions as needed or required. Serves as principal liaison for all economic and community development matters in the County.

(5) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions; must demonstrate regular and predictable attendance; maintains required licenses and/or certifications.

### OTHER DUTIES AND RESPONSIBILITIES:

- (1) Performs other related duties as required.

### MINIMUM ACCEPTABLE CHARACTERISTICS: (\*Indicates developed after employment)

**Knowledge of:** Board goals and objectives; Budgeting, Human Resource Relations, County policies and procedures; government structure and process; public relations; media relations; community resources and services; interviewing; office practices and procedures; economic development principles and strategies; government grant practices; personnel administration; supervisory principles and practices; public administration; business administration; project management, human resources, grant administration; Gallia County and surrounding region.

**Skill in:** Typing, proficient use of personal computer programs (e.g. Word, Excel, Power Point, Chrome, Internet Explorer, Yahoo, Google, etc); use of office equipment (e.g. Computer, phone, copier, scanner, fax, phone); newsletter platforms (eg. Mailchimp, etc); social media platforms (e.g. Twitter, Facebook, YouTube,

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etc). Excellent oral and written communication skills; Organization and follow-up skills. Strong attention to detail. Self-motivation and ability to work well with limited daily supervision.

**Ability to:** interpret a variety of instructions in written, oral, picture, or schedule form; deal with many variables and determine specific action; apply management principles to solve agency problems; recognize unusual or threatening conditions and take appropriate action; define problems, collect data, establish facts, and draw valid conclusions; exercise independent judgment and discretion; determine material and equipment needs; add, subtract, multiply, and divide whole numbers; compile and prepare reports; write and/or edit documents for publication; respond to routine inquiries from public and/or officials; prepare and deliver speeches and presentations; communicate effectively; understand a variety of written and/or verbal communications; handle sensitive inquiries from and contacts with officials and general public; develop and maintain effective working relationships; resolve complaints; maintain confidentiality. Maintain valid driver's license and driving record.

**Additional Requirements:** Some travel required; position will require occasional early morning or evening meetings or events.

### POSITIONS DIRECTLY SUPERVISED:

The Director of Economic Development will supervise staff of the Economic Development Department.

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This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed all the pages of my position description, and that I understand the contents.

\_\_\_\_\_  
(Approval of Appointing Authority)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Employee)

\_\_\_\_\_  
(Date)