**Mitchell County Development Authority**

**186 E. Broad Street - P.O. Box 692**

**Camilla, GA 31730**

**229-328-7457**

**Email: mcda@mitchellcountyga.net**

**JOB DESCRIPTION**: **ECONOMIC DEVELOPMENT EXECUTIVE DIRECTOR**

The Economic Development Executive Director reports directly to the Mitchell County Development Authority Board.

# PRIMARY NATURE OF WORK:

A full-time position requiring administrative and professional skills used in the management and implementation of economic development activities in Mitchell County, Georgia.

# SCOPE OF DUTIES AND RESPONSIBILITIES:

* Pro-actively directs and pursues economic development initiatives to achieve the goals and objectives outlined by the Mitchell County Economic Development Strategic Plan.
* Act as Mitchell County economic development strategist and provide assistance in the development of short and long-term economic and community development plans, as well as the gathering of information and preparation of studies, reports, and recommendations to achieve such goals. This will involve the preparation and maintenance of information regarding land use, utilities, taxes, zoning, transportation, community services, bonds/ financing tools and incentives, in order to respond to requests for information for economic development purposes and the coordination with other departments and agencies at the state and local level as needed.
* Provide customer driven problem solving, professional economic development advice, and services as an advocate for economic development.
* Provide guidance for the retention and growth of all of the diverse economic sectors within the county as well as being pro-active in the creation and attraction of new businesses to the county.
* Maintain a liaison with various local, state and federal agencies. Maintain a strong working relationship with the general public, area businesses, the media and others.
* Promote the City of Camilla Industrial Park, the City of Pelham Industrial Park, including promoting the sale of lots, and the orderly development of projects within the Parks as well as future expansion of the Parks and the promotion of other various optioned properties.
* Make presentations and provide information to the Mitchell County Development Authority Board members, the Mitchell County Board of Commissioners, various boards, and individuals regarding economic development issues, programs, services, and plans.
* Identify the existing inventory of businesses, available buildings and land, and residential development sites, both public and private, within Mitchell County.
* Prepare grant proposals and applications, contracts, and other documents as required for various community services and prospects.
* Assist with negotiations and the management of professional service contracts, property sales or acquisitions and economic development-oriented negotiations.
* Formulate and implement marketing and business attraction strategies for Mitchell County including a presence at various state and national trade shows.
* Coordinate the development and processes of economic development financing tools, i.e. SPLOST Funds, Tax Increment Financing, and Opportunity Zones and Enterprise Zones
* Serve as a member of various economic development groups or task forces that promote economic and community development, i.e. the Four-County Joint Development Authority.
* Provide support to the various City Managers and the County Administrator as needed.
* Attend professional development workshops and conferences to keep aware of trends and developments in the field of economic development and to represent Mitchell County on matters related to economic development.

# EDUCATION AND EXPERIENCE REQUIRED:

* Graduation from a four-year college or university; preferably with specialization in economic and community development or a related field; or any equivalent combination of experience and training.
* Considerable experience in economic and community development, including administrative responsibility preferred.
* Knowledge of the principles and practices of public administration, budgeting and finance.
* Comprehensive knowledge of business development, factors affecting business and community vitality.
* Working knowledge of laws, zoning, ordinances, regulations, and policies of various government agencies as they affect business and community services.
* Ability to write and manage grants; to negotiate in writing and in person, to communicate effectively and establish working relationships with other organizations
* Ability to prepare and analyze reports of data; skilled in Word, Excel and PowerPoint
* Valid GA Driver’s License, clean criminal record, ability to travel routinely; Certified Work Ready Certificate

# TO APPLY:

Submit resume at Mitchell County’s on-line portal at [www.mitchellcountyga.net](http://www.mitchellcountyga.net) under **EMPLOYMENT**.

# DEADLINE:

Accepting applications until January 31, 2022. Salary range is determined by level of experience in economic development.