

# **HODGEMAN COUNTY ECONOMIC DEVELOPMENT**

## **DIRECTOR JOB DESCRIPTION**

**Job Title:** Director, Hodgeman County Economic Development

**Reports To:** HCED Board of Directors, HG County Commissioners, and Municipal Councils

**General Description:** The Economic Development Director, under the supervision of the Hodgeman County Economic Development Board, will be accountable to the Hodgeman County Commissioners and governing councils of the participating municipalities. The Director will be directly responsible to the Economic Development Board on all functions, expenses, budgets and by-laws adopted by the Board. The Director shall have the primary responsibility of implementing a diversified economic development program of activities in Hodgeman County that will stimulate growth and employment, while maintaining a sustainable quality of life.

### **SPECIFIC FUNCTIONS AND DUTIES:**

1. Shall actively seek and promote new business and industry within Hodgeman County and maintain a constant prospect list. In conjunction with this effort, the Director will act as lead contact and negotiator for new business candidates.
2. Shall research all available state programs, federal funding, loans, grants, etc., as may be available in attracting new business and industry; and supporting existing businesses and municipalities. Furthermore, it is the responsibility of the Director to make said data available to above entities.
3. Shall become familiar with existing business and local municipalities' needs to assure the retention of said entities and support municipalities on economic issues.
4. Shall develop an evolving promotional campaign to create a positive image of Hodgeman County and the cities within the county.
5. Maintain files of assets and resources available throughout Hodgeman County, which may be attractive to future expansion. In addition, develop tentative economic plans for the county and participating city municipalities, as to additional resources that may be available for business ventures (i.e., tax abatements, buildings available for leases, Network Kansas e-community loans, etc.)
6. Shall continue to promote the creation of new primary jobs to Hodgeman County through existing efforts that include marketing, trade shows, involvement in regional economic development organizations and state/national associations and groups.
7. Shall remain alert to any new programs or legislation which may be either beneficial or detrimental to the welfare of Hodgeman County.

8. Maintain tentative plans for possible house needs and construction to support and attract new industry, and coordinating this effort with municipalities and/or private investors.
9. Shall work closely with Great Plains Development, Inc, the Kansas Department of Commerce, local lending financial institutions, and all entities that may aid Hodgeman County with information, funding, grant knowledge, etc.
10. Shall be responsible for developing and submitting an annual budget to the Board, the Hodgeman County Commissioners, and participating municipalities.
11. Effectively assist in determining an updated community/county economic development strategic plan when needed.
12. Shall make periodic presentations to community groups throughout the county on the current status of local economic development efforts, trends, programs and projects.
13. Responsible for other duties as deemed necessary for the successful operation of the office and it's efforts.
14. Shall be responsible to create, maintain and update a web page for Economic Development in Hodgeman County.
15. Shall submit written monthly reports to the Board (except in months when no meeting is held) and an annual report for the Annual Fall meeting.

**Preferred Qualifications:** Minimum of a four-year degree with emphasis in business/business administration or equivalent experience can be substituted for the degree.

**Required Qualifications:** Ability to effectively communicate both orally, and in writing, and have excellent public relation skills as well as interpersonal skills with businesses, government agencies and the general public.

- Knowledge of computers and data processing.
- Knowledge of local and state economic development incentives, tax abatements, tax credits, Community Development Block Grants.
- Ability to demonstrate ability to consistently administer and execute a volume of varying tasks and deadlines with accuracy and quality. Must have problem-solving and decision-making abilities.
- Able to be a self-starter; exercise initiative and good professional judgment. Must be able to prioritize tasks and projects, and work with a low amount of supervision.
- The Economic Development Director must be a resident of Hodgeman County or be willing to relocate.