

Uintah County

Job Description



Title:	Economic Development Director	Code:	130
Division:	Administration	Effective Date:	12/08
Department:	Economic Development	Last Revised:	9/15
FLSA Cat:	Exempt	Pay Grade:	41

GENERAL PURPOSE

Performs a variety of **professional and managerial duties** related to development and redevelopment projects in the Vernal area. Coordinates development and redevelopment efforts between governmental agencies and private organizations.

SUPERVISION RECEIVED

Works under the general supervision of the Uintah County Commission.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Develops economic growth and activities in Uintah County.

Monitors personnel needs and such as recruiting, selection, and training of new employees; instructs in operational and policy procedures to insure strict performance standards are met; monitors employee performance related to specific tasks, safety, and other areas of concern; makes decisions and carries out a variety of personnel actions affecting retention, promotion, discipline and discharge.

Develop, maintain, and update informative and analytical materials in order to attract business activities to the Vernal area and to retain current business.

Serves as the primary liaison between cities, counties, and state and federal agencies regarding economic development issues.

Conducts marketing efforts with governmental agencies, private businesses, and private individuals to benefit economic development within the County.

Directs and coordinates outreach efforts and intergovernmental relations; represents Uintah County in dealings with other organizations, individuals, media and general public; develops and maintains effective relationships with state executives and agencies, congressional delegation(s) and federal agencies.

Directs, coordinates, and assists in internal and external marketing and recruiting endeavors to promote the region in the areas of economic development.

Provides regular reports on all activities to Uintah County Commissioners.

Performs budget preparation and assures compliance with established budget limitations and allocations;

Prepares materials for the purpose of growing Uintah County.

May oversee the Travel & Tourism functions of the County.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from college with a bachelor's degree in Public Administration, Business Administration, Economics, or related field;

AND

B. Six (6) years of experience in Economic Growth or a related field, four (4) of which must be in a supervisory capacity;

OR

C. An equivalent combination of education and experience.

2. Knowledge, Skills and Abilities:

Thorough knowledge of economic development and redevelopment principles, practices, and techniques; local, regional, statewide, and national economic development and downtown redevelopment trends and issues; laws/ordinances/regulations, and policies affecting the business community, airport communities, economic development, and Town Center Development efforts; principles and techniques of public relations, marketing, successful negotiation, and conflict management; technical research and report preparation related to economic development;

Skill in the art of diplomacy and cooperative problem solving; in the operation of a personal computer in utilizing various programs (Windows, MS Office, Database, etc.) to produce or compose formal documents, reports and records.

Ability to direct the work of others; develop and maintain effective working relationships with the business community, elected officials, federal agencies, state agencies, local governments, subordinates, and the general public.

3. Special Qualifications: Self motivated, organized, detail oriented with strong people skills.

Must possess a valid Utah Drivers license.

4. Work Environment:

Tasks require a variety of physical activities not generally involving muscular strain. Physical activity and demands are frequent related to walking, standing, stooping, climbing, sitting, and reaching. Talking, hearing and seeing or other effective communication is essential to job performance. Mental application utilizes memory for details, emotional stability and discriminating thinking common to most job functions. Frequent travel required in course of performing portions of job functions, including overnight travel.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)