

# Platte County Economic Development Council Job Description

## Executive Director

<b>Reports To:</b>	Board of Directors
<b>Exempt Status:</b>	Exempt
<b>Approved By:</b>	Executive Committee
<b>Approved Date:</b>	March 26, 2012

### **SUMMARY**

Leads, manages, directs and coordinates all operations of the Platte County Economic Development Council to promote business, industrial and job development in the County and to implement the goals and objectives as set by the Board of Directors and outlined in the annual Program of Work. Maintains a collaborative working relationship with the Platte County Commission. This is accomplished by performing the following duties personally or through subordinates.

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

### **ECONOMIC DEVELOPMENT SERVICES**

1. Leads, manages, directs and coordinates all operations of the Platte County Economic Development Council.
2. Promotes economic growth and stability by partnering, networking and supporting business organizations and industry in the county and in the region.
3. Studies governmental legislation, taxation, and other fiscal matters to determine effect on county economic development and makes action recommendations to the Board of Directors.
4. Participates in communities, large and small, and their activities to develop opportunities, ascertain needs, serve investors and promote Council goals through the Council's action teams and special initiatives.
5. Prepares and makes presentations to community, government and business organizations to create greater understanding among these groups.
6. Represents the Council at other economic development and governmental units, such as Missouri Economic Development Council, Southern Economic Development Council, International Economic Development Council, Kansas City Area Development Council, Northland Chamber of Commerce, Platte County Commission or any other Kansas City area economic development organization.
7. Handles all media relations, manages, and approves press releases as appropriate.
8. Manages and coordinates site location projects.

## **INVESTOR RECRUITMENT/INVESTOR SERVICES AND FUND DEVELOPMENT**

1. Leads, manages all investor recruitment and investor services activities in coordination with the Executive Committee.
2. Works with Board of Directors to establish short- and long-range goals to achieve Council investor and funding objectives.
3. Researches public and private grant agencies to identify potential sources of funding for research, community service, or other projects and in concert with the board, acts upon these opportunities.

## **ADMINISTRATION**

1. Carries out the strategic goals of the Board of Directors as outlined in the program of work.
2. Prepares annual budget in consultation with other staff and the Secretary Treasurer to allocate funds, control costs and maintain operations at a consistent level. Submits to the Board of Directors for approval.
3. Oversees and approves all accounting activities including payroll.
4. Prepares agenda for Board meetings.
5. Works with all Board committees in carrying out their various goals and objectives.
6. Hires, trains and evaluates the performance of all staff.
7. Recommends new policies and procedures to Board of Directors as necessary.

## **OTHER**

1. Performs other related duties as assigned by the Board of Directors.

## **SUPERVISORY RESPONSIBILITIES**

Directly supervises two employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

## **QUALIFICATIONS**

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 and/or EXPERIENCE**

Master's degree (M. A.) or equivalent; or four to ten years related experience and/or training; or equivalent combination of education and experience.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

### **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions and percentages. Ability to apply concepts of basic algebra.

### **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**CERTIFICATES, LICENSES, REGISTRATIONS** Certified Economic Developer (CEcD) and Certified Economic Development Finance Professional (EDFP) are preferred.

### **OTHER SKILLS AND ABILITIES**

Ability to work with computer software, including: Windows, Microsoft Office, ACT.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel, and reach with hands and arms.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

***NOTE: Neither this job description nor any other Council communication creates an employment contract. The Board of Directors retains the right without prior notice to amend, delete, or change the contents of this job description.***