

GEORGIA MOUNTAINS REGIONAL COMMISSION CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: ECONOMIC DEVELOPMENT DIRECTOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to direct the administration and operation of GMRC Economic Development Programs to the member governments.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Develops and maintains supportive relationships with other Local, State, & Federal Economic Development Organizations.

Oversees and manages the delivery Economic Development programs to GMRC government members. Is expected to be a working department head with some similar duties as his/her subordinates (i.e. grant administration, grant writing, and visits with local governments).

Markets essential Community and Economic Development Federal and State programs to local officials.

Plans, develops, recommends, and implements the department's financial budget, through collaboration with the Finance Director and approval of the Executive Director (ED).

Prepares semi-annual, and annual reports for the Appalachian Regional Commission (ARC) and Economic Development Administration (EDA) funding; prepares or completes various forms, reports, correspondence or other documents, as directed by Executive Director.

Develops & administers the Comprehensive Economic Development Strategy (CEDs) for the GMRC Region.

Supervises, directs, and evaluates assigned staff, decipheres employee concerns and problems, directs work, enforces discipline, and completes employee performance appraisals; interviews applicants for hire along with the Executive Director; recommends to the Executive Director staff promotions, salary/wage increases, discipline and/or dismissal.

Prepares and transmits EDA, ARC, CDBG, CDBG-EIP, RDF, GEFA, OneGeorgia, USDA-RD, RTP, and AFG proposals, pre-application packages, and any other grant program that a member government requests.

Travels throughout the region to conduct work responsibilities and promote GMRC services.



Conducts and attends staff meetings, city council, county commission, Industrial Development Authority, Chambers of Commerce and DDA meetings as directed by the Executive Director.

Presents reports as requested or directed by Executive Director.

Studies and reviews Federal and State annual developed legislation and guidelines to programs being delivered by the GMRC Economic Development Department.

Personally prepares articles for monthly newsletter, annual report, and others as directed by Executive Director.

Attends required meetings, conferences, and workshops as directed by Executive Director.

Responds personally to individual requests from local, state, and federal officials.

Makes recommendations or suggestions to the Executive Director on departmental needs and requirements; advises and informs Executive Director of plans, activities, and progress of the Economic Development Programs; invites Executive Director to attend important economic development meetings and events.

Attends pre-bid and pre-construction conferences; reviews contracts; plans and moderates public hearings regarding grants and other issues; conducts on-site reviews of project construction to confirm progress and verify compliance and the need for change orders and cost adjustments; meets with federal, state, and local officials in planning, developing, reviewing, financing, and designing particular projects; makes site visits to construction projects as needed.

Receives various forms, reports, correspondence, manuals, reference materials, or other documentation; reviews, completes, processes, forwards to appropriate staff and Executive Director.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, or other software programs.

Communicates with supervisor, employees, other departments, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Reports directly to the Executive Director in representing the GMRC and in assuring its effective operation.

ADDITIONAL FUNCTIONS

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS REQUIRED

Bachelors Degree in planning, business administration, economic development, finance, or closely related field; supplemented by five (5) years previous experience and/or training that includes all aspects of business management, finance, and planning; or any equivalent combination of education, training, and



experience which provides the requisite knowledge, skills, and abilities for this job. Previous grant writing knowledge preferred. Must possess and maintain a valid Georgia driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to calculate and/or tabulate data; includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Must have excellent communication skills including speaking, listening and writing. Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information. Must have ability to prepare and present PowerPoint or other such presentations.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

The Georgia Mountains Regional Commission is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Georgia Mountains Regional Commission will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

