



Position Announcement

Connecting our heritage with your future.

The Pickens County Chamber of Commerce is accepting applications for the following full-time position:

Director for Community Economic Development

Application Process

Application packet must include the following:

- A cover letter including compensation requirements.
- Current resume.

Please note: Candidates selected for further consideration will be required to provide four references – two from previous employers and two from community related activities.

Applications may be submitted via e-mail to Denise Duncan, President, Pickens County Chamber of Commerce, at denise@pickenschamber.com or mailed to:

Ms. Denise Duncan, President
Pickens County Chamber of Commerce
500 Stegall Drive
Jasper, GA 30143

**Applications must be received not later than
5 P.M. on Wednesday, April 30, 2008.**

Receipt of applications will be acknowledged by e-mail; further communication will be through the U.S. postal service.



Job Description

Connecting our heritage with your future.

Director for Community Economic Development

Purpose of the Position

The purpose of the Director for Community Economic Development position is to facilitate, promote, and implement the recruitment of new business and to assist existing business retention and expansion in order to improve the economic well-being of the community.

Scope

The Director for Community Economic Development reports to the President of the Pickens County Chamber of Commerce. Working through the Economic Development Committee, this position is responsible for facilitating community and economic development planning and initiatives; identifying and fostering community economic development opportunities; securing funding for economic development activities and programs; assisting local organizations, businesses and individuals with establishing economic development plans and projects; and promoting the community in order to expand economic development opportunities.

Focus Areas

- Business recruitment—increase the number of jobs by attracting commercial and industrial businesses.
- Business expansion and retention—create additional jobs through the expansion and retention of existing commercial and industrial businesses.
- Business financing and incentives—identify and create a financial climate necessary to encourage and expand capital investment.
- Workforce development—increase the workforce labor pool with quality, job-ready candidates for existing and new commercial and industrial businesses.
- Community, civic, and government relationships—serve as liaison between the local government boards and authorities; community boards and committees; the Chamber of Commerce; merchants' associations; and other public, private, or non-profit groups and associations interested in economic development.

Job Responsibilities

- Create, recommend, and implement economic development strategies and operational plans.
- Develop and implement economic development policies and procedures that provide for business/industry recruitment, retention, and expansion.
- Establish an annual budget for the Economic Development Department.

- Gather, interpret, and prepare data for studies, reports, and recommendations related to economic development.
- Ensure that up-to-date technical and demographic information is provided to state entities, including state project managers and the Georgia Power Resource Center, as needed to maintain accurate information for economic development prospects.
- Prepare and maintain information on facilities, property, utilities, taxes, zoning, transportation, community services, financing tools, and other information necessary for business recruitment and expansion.

Preferred Minimum Qualifications

- Bachelor's Degree in business management, municipal planning or other field related to economic development.
- Demonstrates success in economic development experience at the community, regional, state, and/or national level.
- Demonstrates a high degree of interpersonal skills, including oral communication, written communication, negotiations, public speaking, and relationship building.
- Awareness of the necessity and ability to maintain confidentiality.
- Must be able to work a flexible schedule including travel.
- Successfully completed the CEDT, CEcD or other appropriate certification.