

**SHERMAN COUNTY COMMUNITY DEVELOPMENT CORPORATION**  
**DIRECTOR of ECONOMIC DEVELOPMENT**  
**JOB DESCRIPTION**

**JOB TITLE: Director of Economic Development**

**DEPARTMENT: Economic Development**

**REPORTS TO: EXECUTIVE DIRECTOR**

**SUMMARY:**

Plan, organize, and implement economic development functions from conception to completion, including business retention, business attraction, and incentive programs, research and planning, and organizational capacity and facility development; perform a variety of responsible administrative, professional, and technical tasks. Implements economic development goals and objectives for Sherman County Community Development and the community we serve. Interfaces and coordinates with the development community, local businesses, and various partners/departments within the community.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Assume management responsibilities for all services and activities of economic development including attracting increased capital investments and expanding and diversifying employment opportunities; establish and maintain a private/public partnership for positive long-term economic change and implementation of SCCD's core strategies:

- Support Entrepreneurship Development
  - Workforce Development
  - Business Retention and Expansion
  - Business Recruitment and Marketing
1. Development of short and long-term economic development plans, as well as the gathering of information and preparation of studies, reports, and recommendations to achieve such goals.
  2. Analyzes existing economic situations relative to business attraction and expansion; reviews modern techniques for business attraction and retention and negotiates and resolves sensitive and controversial issues; monitors program performance and provides reports to the Executive Director and the SCCD Board.
  3. Become familiar with the existing inventory of available buildings and businesses in the County and the municipalities. This will include both public and private buildings and land areas.
  4. Monitors and evaluates the effectiveness of various economic development programs and efforts.
  5. Manages the development and implementation of economic change through retention, expansion, the attraction of commerce and light industry, and the creation of incentive zone/programs.
  6. Develop infrastructure (industrial parks, shell buildings, utilities, transportation, etc.) to support business growth and expansion.
  7. Prepares and presents the annual budget for approval by the Executive Director.
  8. Maintains a liaison with various local, state, and federal agencies, coordinating projects with agencies as deemed necessary and appropriate.
  9. Provides information and makes presentations to supervisors, boards, commissions, civic groups, businesses, individuals, and the public on economic development issues, programs, services, and plans.

10. Identifies workforce skill needs of the business community and coordinates action with educational and training institutions to develop and provide the appropriate training and educational programs.
11. Other duties as assigned.

### **QUALIFICATIONS:**

- ❖ A strong communicator who expresses himself or herself well and builds positive working relationships with other staff members, partners, consultants, funders, and community members.
- ❖ A solid background in leadership, management, budget oversight, and supervisory experience,
- ❖ Must have demonstrated experience completing time-sensitive and/or high-profile projects through collaboration, consensus, and creativity.
- ❖ A goal-oriented thinker who can set clear priorities among multiple tasks and stay focused on project benchmarks and deadlines.
- ❖ Comprehensive knowledge of economic and community development issues, principles, and techniques, including state and federal policies and programs, capital improvements programming, applicable regulations, and regulatory devices, associated data sources, and information systems.
- ❖ This position requires high visibility in the surrounding communities and a commitment to accuracy and integrity. Must demonstrate independent and teamwork skills and willing to travel and provide flexibility in work hours.

### **EDUCATION and/or EXPERIENCE:**

- ❖ Bachelor's Degree in a related economic development or business field and five years substantial experience in planning, economic and/or community development, business or related field OR equivalent combination of experience and training which provides the required knowledge, skills, and abilities.
- ❖ Experience managing projects and people in a nonprofit, public agency, or private company.
- ❖ Direct experience developing close working relationships with governmental groups at the local, state, and federal levels, and constituents/stakeholders which might include elected officials, board of directors, employees, and other business and community support organizations.

### **LANGUAGE SKILLS:**

Must be able to communicate effectively (orally and written), possess excellent presentation skills, and ability to lead discussions and meetings.

### **MATHEMATICAL SKILLS:**

Basic knowledge of math skills and accounting is required. Ability to formulate and evaluate financial proposals and analyze "deals."

### **REASONING ABILITY:**

- Must be able to analyze data, determine trends, and apply the results.
- Ability to anticipate reactions from the public, elected officials, business community, and governmental agencies to manage various situations.

### **CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid Driver's License

### **PHYSICAL DEMANDS:**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit and inspect meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification, although the job involves standing in work areas, and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, or calculator and to operate standard office equipment. Position in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and

file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

**WORK ENVIRONMENT:**

Work in predominately an office environment. Mobility to visit/tour construction sites, facilities, businesses, etc. required. Frequent travel (both local and out of the area) is required.

**BENEFITS:**

- Competitive starting salary range of \$50,000 - \$60,000 based upon experience.
- Comprehensive benefits, including medical, dental, and IRA
- Professional development.
- A dynamic and innovative work environment.

Interested applicants should submit resume, cover letter, and references to:

Julica Oharah – Executive Director of Community Development

[director@gogoodland.org](mailto:director@gogoodland.org)

524 E. Hwy 24

Goodland, KS 67735

To apply online: <https://www.indeed.com/job/director-economic-development-6daf775be6dd5e01>