



Job Description: Economic Development Director

Date: 6/12/2019

Reports to: Hardin County Board of Supervisors

Hire Date: Q1 2020

Location: Hardin County Courthouse – Eldora, Iowa

Status: Full-Time

Office Hours: 8:30 am – 4:30 pm

The Hardin County Economic Development Director will be expected to conceptualize and implement business retention and expansion projects, manage business relocation projects, brainstorm ideas, and negotiate incentive and assistance programs for applicable projects. Main duties include facilitating and managing projects, conceptualizing future land use developments, drafting budgets and capital campaign for marketing programs, as well as maintaining communication with key stakeholders, partners, investors and the public. The successful candidate must be able to think creatively and communicate in all types of environments and circumstances. This person will be expected to manage projects and events from concept to completion. This role plays an important position in supporting the different community's economic activities.

The duties and responsibilities:

- Implements a systematic and realistic approach to expanding and diversifying Hardin County's business sector.
- Coordinates with all development groups in the county through regular contacts with local officials.
- Drafts annual general economic development fund, marketing, and project-specific budgets.
- Negotiates Development Agreements, Incentive packages, Revolving Loan Financing terms, etc.
- Administers and submits qualifying grant opportunities.
- Assists in the coordination of business/site visits.
- Implements programs to encourage new entrepreneurs
- Develops, manages, and seeks future opportunities to enhance the awareness of Hardin County Economic Development and its products and services.
- Coordinates and assists in fulfilling Request for Proposals (RFP) or Request for Information (RFI) as needed.

- Prepares and manages timelines for projects.
- Prepares claims for payment and invoices for county projects.
- Provides assistance and resources for communities and local Development Corporations.
- Represents Hardin County Economic Development at various events.
- Travel will be required.
- Other tasks as directed.

Preferred skills and specifications:

- **DEVELOPMENT SKILLS:** The ideal candidate has experience in negotiating and structuring a Development Agreement.
- The ideal candidate understands the development process and resources available to assist in business relocation, expansion or retention.
- The ideal candidate should have experience working with Tax Increment Financing and other forms of public financing measures.
- The ideal candidate has experience in rural development.
- The ideal candidate has extensive knowledge of Hardin County.
- **MANAGEMENT SKILLS:** The ideal candidate has knowledge in public finance, fiscal budgets, and budget accountability.
- The ideal candidate has developed project plans, timelines, and prioritized critical programs and elements necessary to achieving objectives on a consistent basis.
- The ideal candidate has experience working across departments and organizations effectively.

Qualifications:

- A Master's degree from an accredited educational institution is preferred; a specialization in public administration, economics, marketing, or related field is highly desirable. The ideal candidate should have at least 2 years of applicable experience across all sectors.

Compensation

Compensation will be based upon experience and expertise. Benefits will follow Hardin County policy. These include IPERS, health insurance assistance, dental and vision assistance, paid sick and vacation time.

Application:

Please submit a Hardin County Job Application online by June 24, 2019, at 4:30 PM.

<https://www.hardincountyia.gov/jobs>

For more information, please contact Reneé McClellan at rmcclellan@hardincountyia.gov or 641-939-8222.

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