



JOB DESCRIPTION

JOB TITLE: Community & Economic Development Director

DEPARTMENT: Potter County Community & Economic Development Department

SUPERVISOR'S TITLE: Potter County Board of Commissioners

Community & Economic Development Director

GENERAL DESCRIPTION

The Potter County Community & Economic Development Director is responsible for assisting with the coordination of countywide community development activities.

ESSENTIAL REQUIREMENTS, DUTIES AND RESPONSIBILITIES

The Community & Economic Development Director must be reliable, have exceptional verbal and communication skills, and fulfill the responsibilities to promote the orderly growth and economic vitality of communities throughout Potter County.

THE PRIMARY DUTIES OF THIS POSITION ARE TO PERFORM AND/OR ASSIST IN THE FOLLOWING:

- Provide technical assistance with planning, implementation and administration of a variety of community and economic development activities;
- Coordination of activities with the Planning Department, Redevelopment Authority and other county agencies;
- Develop, maintain and utilize grant-writing skills to assist municipalities, non-profits, organizations, and agencies concerning programs where grant funds support projects beneficial to communities;
- Administer the Community Development Block Grant program for communities within Potter County;
- Maintain engagement with borough and township officials/community leaders across Potter County, as well as representative at local.
- Engage with other departments on special programs as needed;
- Present and recommend activity reports on community and economic development initiatives to the Potter County Board of Commissioners;
- Serve as the representative on relevant agencies and committees;
- Effectively manage and administer the Community Development Department's budget;
- Develop and maintain a directory of community development resources;
- Attend meetings and trainings, which are imperative to keep information current;
- Maintain accurate and detailed records;
- Additional duties and responsibilities deemed necessary or appropriate to be assigned by the Potter County Board of Commissioners.



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QUALIFICATION REQUIREMENTS

KNOWLEDGE AND ABILITIES:

- Understanding of various community and economic development programs;
- Attentiveness to the needs of communities;
- Ability to develop and maintain a budget within approved guidelines;
- Able to maintain strict confidence;
- Ability to work independently within standard operating procedures and legal requirements;
- Ability to use time management skills.

EXPERIENCE AND TRAINING:

- Preferred Bachelor's Degree;
- Preferred Community & Economic Development work-related experience;
- Excellent written and verbal communication skills;
- Willingness to attend trainings/events related to job position.

PHYSICAL REQUIREMENTS:

- Ability to meet deadlines;
- Ability to sit for extended periods of time;
- Normal manual dexterity and hand-eye coordination;
- Corrected hearing and vision to normal range;
- Verbal communication.

ADDITIONAL REQUIREMENTS:

- Valid Driver's License

HOURS: Monday – Friday 8:30am – 4:30pm with 1 hour for lunch
35 hour work week; Overtime as needed and approved by direct supervisor.

PAY RATE AND BENEFITS: Salary Range of \$32,000 - \$35,000
Benefit Package as approved by the Potter County Commissioners



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Approval

POTTER COUNTY COMMISSIONERS:

Nancy J. Grupp, Chairman

Date:

Paul W. Heimel, Vice-Chairman

Barry Hayman, Commissioner

ATTEST:

Jessica M. Giebel, Chief Clerk

Date: