

May 30, 2024



WILLIAMSBURG
COUNTY, SC

JOB TITLE:
Executive Director

DEPARTMENT:
Economic Development

OVERVIEW:

This classification aims to perform complex professional administrative work in directing economic and industrial development within the County. Work involves promoting the expansion of existing industries in the County and the establishment of new industries. Assists new and existing industries and businesses in obtaining infrastructure support, grant funding, and manpower; promoting attributes of the area; and maintaining a database of County resources. Work also involves developing marketing materials to promote the County. Coordinates the economic development activities with various local, regional, State and Federal officials and agencies. Reports to the County Supervisor.

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.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Develops programs to attract new industry and business to the County; receives inquiries from business representatives, manufacturers and others interested in establishing or expanding operations in the County, and provides information relating to suitability of the County for expressed needs; arranges and/or conducts tours of County facilities and real estate available for industrial use.

Assists existing industries and businesses in the County with problems and concerns pertaining to infrastructure support and manpower availability, contacting County, state and federal agencies to provide available assistance as appropriate.

Evaluates the financial condition of new and existing industries to determine funding and other resources needed for preparing monthly economic development activity reports for the Economic Development Board and County Council as needed.

Collects demographic, geographical and economic data about the County; investigates labor supply, transportation, utilities, machinery, financing and other requirements for establishment of new industry; photographs available sites and/or facilities; prepares and continually updates technical reports, brochures, news releases; etc., used in publicizing the advantages of locating in County.

Performs planning duties with respect to transportation and infrastructure needs; contacts land owners to determine and discuss potential development sites; utilizes computerized tools to draw building and utility lines on site maps for clients.

Serves as coordinator for, or participant in, community and regional economic development committees, providing input and advice based on expertise and/or observations; participates in activities of such groups as appropriate to promote interests of County.

Confers with representatives of County and non-County firms and explains the advantages of locating new or expanded facilities in the County.

Attends seminars, conferences, workshops, classes, lectures, etc., as appropriate, to enhance and maintain knowledge of trends and developments in the field of industrial development and promotion; reviews professional journals, attends association and professional meetings, and otherwise maintains contacts with industrial and business professionals to facilitate exchange of information.

Develops budget proposals for Economic Development programs and administers allocated funds, ensuring proper development, maintenance and submission of accounting records and reports.

ADDITIONAL FUNCTIONS:

Performs other related duties as required.

SPECIAL REQUIREMENTS:

Requires a Bachelor's degree in business administration, finance, economics or a related field, with a minimum of five years experience in business, industrial development planning, or a related field; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

PHYSICAL DEMANDS:

This position requires the employee to sit and use hands to handle, and operate objects, tools or controls; reach with hands and arms; use repetitive motion; and talk and hear. The employee must occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT:

The work is regularly performed in a relatively safe, secure and stable work environment. Standard operating hours are Monday through Friday from 8:00 a.m. to 5:00 p.m. with the ability to work after hours when necessary. Scheduled hours/days, job location, duties and any other information contained herein are subject to change. May be required to work extra hours and to perform extra or different duties during emergency situations.

COMPENSATION:

The starting annual salary for Executive Director of Economic Development will be market competitive depending upon the qualifications and experience of the selected candidate. An excellent fringe benefit plan will be provided. This position is unclassified and reports to the County Supervisor.

HOW TO APPLY: This position is **OPEN UNTIL FILLED**.

Candidates may send their **Resume** and **Cover Letter** to:

Kathy Hammond, Human Resources
Williamsburg County
P.O. Box 330
Kingstree, SC 29556
843-355-9321
kathy.hammond@wc.sc.gov

Or Apply Online at:
www.williamsburgcounty.sc.gov

Williamsburg County upholds federal, state, and local laws that protect employees and job applicants from discrimination on the bases of race, religion, color, sex (including pregnancy, gender identity, and sexual orientation), parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, veteran status, marital status, or any other non-merit based factors protected by federal, state, or local law.

The County has the right to revise this position description at any time, and thus does not represent in any way a contract of employment. All employees of Williamsburg County Government are employed on an “at-will” basis, which means that the employee may discontinue the employment relationship at any time, with or without notice or cause, and that Williamsburg County Government may discontinue the employment relationship on the same grounds.