

# Economic Development Director

Full Time

Annual Salary

Exempt

U-83

Coffey County, Kansas  
Economic Development

## Position Summary:

The Economic Development Director is responsible for promoting and managing development and revitalization efforts in Coffey County. The Director is expected to enhance the economic vitality of Coffey County through the attraction of new businesses, retention and expansion of existing businesses, infrastructure development, tourism, leadership development, and to build awareness of the mission and priorities of Coffey County. The Director is responsible for establishing relationships with economic development partners, building public/private partnerships, and trust and credibility throughout the business and development community.

## Essential Functions:

- Ensure Coffey County's economic development goals and strategic initiatives are achieved.
- Develop long-range economic development plans and programs to meet the needs of Coffey County.
- Responsible for communicating and advising the Board of County Commissioners and other county departments on economic development issues.
- Serve as point of contact in recruitment and retention of business and industry for Coffey County.
- Develop and implement a marketing plan and recruitment strategies to attract new business and industry.
- Develop and implement a business retention and expansion program, this includes regular communication with the business community.
- Prepare marketing materials for prospective businesses, answer inquiries, and provide information on site locations, facilities, workforce, infrastructure, market data, tax structure, demographics, etc.
- Implement business incentive program to enhance Coffey County's economic competitiveness.
- Implement economic development initiatives including contract development, preparation and management, and negotiation concerning incentives, development agreements, real estate and capital projects.
- Work cooperatively with various local, regional and state economic and community development partners, develop incentive packages and coordinate projects as appropriate.
- Maintain professional working relationships with elected officials, community leaders, investors and developers.
- Create an entrepreneurial climate, provide support and resources to small business owners, entrepreneurs, and business startups.
- Assist with infrastructure and industrial site development policies, such as tax abatements, industrial revenue bonds, etc.
- Respond to development proposals, prepare cost-benefit analyses, recommend financial incentive packages, assist with negotiations and review of agreements, coordinates incentive packages with city and county officials and other taxing districts.
- Maintain strong working relationships with the general public, area businesses, clients, the media and others.
- Manage the county's revolving loan fund.

- Develop and implement a Neighborhood Revitalization Program.
- Prepare grant proposals and applications, contracts and other necessary documents.
- Develop and maintain a business visitation program to evaluate current business needs and concerns.
- Maintain strict confidentiality and discretion on sensitive economic development issues.
- Maintain records of interactions with prospects and existing businesses.
- Serve as board member of area organizations at the discretion of the Board of County Commissioners to promote regional economic and community development.
- Active member of the Tourism Board, promotes tourism activities within the county.
- Participate in Coffey County Emergency Response training to qualify for PIO duties.
- Utilize social media, newspapers and other media sources to cultivate economic development, share information, announce important events and encourage citizen involvement.
- Co-administer the county's website.
- Conduct information collection, data analysis, and policy formulation regarding land development patterns.
- Monitor legislative and regulatory activity relating to economic development, evaluate possible impact on Coffey County and recommend policy modifications if necessary.
- Conduct market research, analyses and surveys to identify alternate programs and strategies to promote the economic development program.
- Attend trade shows and meet with site consultants to promote Coffey County as a preferred business location.
- Promote Coffey County as a great place to live, work and conduct business.
- Develop industrial and commercial properties by working with a variety of partners.
- Conduct other related work as assigned.

**Knowledge, Ability & Skills Required:**

- Knowledge of current economic development standards and practices.
- Knowledge of economic development, planning, and marketing principles.
- Knowledge of economic development incentives and their application.
- Knowledge of business and development financing.
- Excellent computer skills with the ability to utilize Microsoft Office.
- Excellent verbal and written communication skills.
- Exercise judgment in resolving organization and community issues.
- Ability to communicate and work effectively along with elected officials, staff, business, industry and the general public.
- Ability to maintain a flexible work schedule with some evening and weekend work required to attend community events, regional functions, conferences and training.
- Ability to analyze financial statements, complete cost analysis and evaluate the potential financial impact of new and expanding businesses.
- Collaborative skills to facilitate partnerships with community and public entity partners.
- Principles of demographic research and analysis, and statistics applicable to economic analysis.
- Knowledge of local government administration, and budgetary methods and procedures.
- Knowledge of zoning and working with utility providers to plan infrastructure services to sites.
- Demonstrate leadership skills which exhibit the qualities of integrity, trustworthiness, respect and team collaboration.
- Ability to work independently and meet deadlines.
- Understand the role of economic development within the total scope of local government.

**Position Requirements:**

Education & Experience:

- Bachelor’s degree in economic development, public or business administration, marketing or finance, or a closely related field is preferred.
- Certified Economic Developer (CEd) certification preferred.
- Minimum of two to three years of economic, real estate or community development, grant writing, entrepreneurial and business planning, or related experience in a similar capacity preferred. Any combination of education, training and experience that provides equivalent knowledge, skill and ability to perform the duties of the position will be considered.
- Experience with local government administration is preferred.
- Must reside in or be willing to relocate to Coffey County within 6 months.
- A valid driver’s license required.

**Financial Accountability:**

- Answers directly to the Board of County Commissioners.
- Manage operation of department to achieve goals within budgeted funds.
- Completes the budget process along with all accompanying reports with the aid of the Administrative Assistant.

**Working Conditions:**

- Office environment, use computers and other equipment, work closely with others, high levels of public contact, operate motor vehicles, observe general surroundings and activities and occasionally requires exposure to outdoor weather conditions.

**Physical Conditions:**

- Work regularly requires sitting, frequently requires walking, speaking or hearing, using hands to finger, handle or feel, lifting and repetitive motions and occasionally requires standing and reaching with hands and arms. Work has standard vision requirements. Vocal communication is required for expressing or exchanging ideas by means of the spoken word. Hearing is required to perceive information at normal spoken word levels. Work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices.

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*The specific statements in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered to perform the job.*

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This Job Description last updated: \_\_\_\_\_

Approved: \_\_\_\_\_  
Chairman  
Coffey County Board of Commissioners

Date: \_\_\_\_\_