

Job Opening

Job Description

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Job Title	Economic Development Administrator
Job ID	30493
Location	County Mayor's Office
Full/Part Time	Full-Time
Regular/Temporary	Regular

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Overview

At Orange County Government, we are proud to serve the public with integrity, honesty, fairness and professionalism. We develop innovative policies and services that impact Central Florida and shape the future of our community.

We are currently seeking a dynamic and well-qualified candidate for the role of Economic Development Administrator. This position is responsible for directing and implementing the Mayor's Economic Development, Trade and Tourism Strategy. Assumes management responsibilities for all economic development functions including business retention, attraction and recruitment, incentive negotiations and administration, overseeing relationships with funded partner organizations related to entrepreneurship and small business development, coordination with international consult general offices, expanding and diversifying employment opportunities, and building relationships with key community partners.

Representative Duties

- Prepares and directs special projects such as the Mayor's annual Economic Summit and the Florida Simulation Summit.
- Establishes short-and-long term economic development plans as well as researches economic data, global best practices and other relevant information to aid in the creation of the overall strategy.
- Serves as liaison and primary contact for international Consul General Offices, Sister City Program and with the business community on economic development interests, such as, the Orlando Economic Partnership, the Corridor, the National Entrepreneur Center and other County-funded programs. Serves on the committees of appropriate local economic development organizations and groups.
- Plans and organizes international trade and business development mission trips.
- Directs the development, monitoring and implementation of the Economic Element of the Comprehensive Policy Plan.
- Advises and makes recommendations to the Mayor, Chief of Staff, County Administrator and Board of County Commissioners on economic development activities.
- Functions as an ombudsman to represent the private sector and to facilitate the permitting process for targeted projects, improves the one-step permitting process and streamlines the regulatory process, and manages the Miracle Team Program.
- Formulates and manages an economic development and business retention incentives program.
- Monitors and evaluates the effectiveness of various economic development programs and efforts.
- Provides input into the development of infrastructure to support business growth and expansion including industrial parks, shell buildings, utilities, transportation, etc.
- Represents the County at appropriate civic, cultural, charitable, business and community activities as well as serves on boards, commissions, committees and organizations related to the areas that are critical to the County's goals.
- Manages annual budget inclusive of previous incentive awards, personnel costs, local funding agreements and overhead.
- Works with local partners to identify 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.
- Prepares speeches and presentations on economic development topics for the Mayor, Chief of

Staff and County Commissioners upon request, as well as for County economic development staff presentations upon request.

- Works on projects that may arise due to market conditions such as economic downturns, natural disasters, global pandemics, etc.
- Monitors existing inventory of available buildings and properties in Orange County and municipalities.
- Collaborates with other County departments in development and programming of economic development initiatives such as innovation and emerging technology, planning, business development, communications, etc.
- Works with Orange County Convention Center team and community partners to connect our tourism and hospitality sector to the business community with the goal of growing business and marketing our community.
- Performs other related duties as assigned.

Minimum Qualifications

Master's degree from an accredited institution in Planning, Economics, Business Administration or Public Administration and six years of professional experience in economic development, planning, customer development services, or business retention/incentives programs; or a Bachelor's degree from an accredited institution in Planning, Economics, Business Administration, Marketing or Communications and eight years of professional experience in economic development, planning, customer development services, or business retention/incentives programs.

Notes

All interested applicants must apply online and complete a full Orange County Government application.

Orange County Employment and Benefits Information:

<http://www.ocfl.net/careers/#incentives>

All applicants selected for hire with Orange County Government must successfully complete a Criminal and Background check.

Application Deadline

Posting Date: 1/17/2023

Closing Date: 1/31/2023 (Posting is subject to close without notice)

****This is a reposting - previous applicants need not re-apply to be considered****

Salary

\$83,595.20 - 108,669.60 Annually

Veterans Preference

If you are claiming Veterans' Preference, you are responsible for providing the required eligibility documentation by the close date of the posting. Please submit a cover letter and copies of documents, not originals, to Orange County Human Resources Division, PO Box 1393, Orlando, FL 32801-1393 or fax to (407) 836-0098 (only Veterans' Preference documentation will be accepted by fax). Your cover letter should include the position posting number you are applying for, the title of the position and the last 4 digits of your social security number.

Educational Requirements

If your education was obtained in the United States, the County recognizes degrees or diplomas
https://myocportal.ocfl.net/ps/ps/EMPLOYEE/HRMS/c/HRS_HRPM.HRS_JOB_OPNG_SRCH.GBL

which are accredited by an agency recognized by the [United States Department of Education \(USDE\)](#) or the [Council for Higher Education Accreditation \(CHEA\)](#). If you have obtained education from a country other than the United States, your degree or diploma must be evaluated to determine the United States equivalency by a member of the [National Association of Credential Evaluation Service \(NACES\)](#) or the [Association of International Credentials Evaluations \(AICE\)](#), at your expense. #LI-OC1 #INDHP

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