

# NOW HIRING: ASSISTANT DIRECTOR OF ECONOMIC DEVELOPMENT - UNCLASSIFIED

Santa Rosa County Employment Opportunity Announcement: 02/13/2023 - 03/13/2023

## PLEASE NOTE:

The information on your application/resume will be evaluated against the minimum qualifications of the job description. After all applications are evaluated, qualified candidates are sent to appropriate hiring authority for consideration.

An application/resume submittal and complete job description are available at [www.santarosa.fl.gov](http://www.santarosa.fl.gov) or Santa Rosa County Human Resources, 6495 Caroline Street, Suite H in Milton.

**\$74,360.00 - \$81,785.60 ANNUALLY, DOQ\***

**Department:** Economic Development

## Minimum & Preferred Qualifications:

- Bachelor's Degree from an accredited four-year college or university in Public Administration, Business, Marketing or closely related field; supplemented by seven (7) years of economic development related experience; **OR** an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. At least three (3) years of supervisory/management experience is required. Experience with Microsoft Word and Excel are required. Experience with Microsoft Access is preferred.

## Licensure and/or Certifications:

- Requires a valid driver license at the date of hire and maintain said license while employed in this position. Certified Economic Developer (CEcD) or Project Management Professional (PMP) is preferred.

***\*ANY COMBINATION OF EDUCATION AND EXPERIENCE THAT WOULD LIKELY PROVIDE THE REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES IS QUALIFYING\****

## Benefits:

- Full-time positions are eligible for paid holidays, vacation, and sick leave, jury duty and bereavement leave
- Choice of several health plans, optional flexible benefits, life insurance and optional supplemental insurance, and tax-free spending accounts
- Retirement through the Florida Retirement System and deferred compensation as well as social security retirement and disability benefits
- Confidential employee assistance counseling
- Uniforms if required



***Resume must be submitted  
with application***

**POSITION TITLE: ASSISTANT DIRECTOR OF ECONOMIC DEVELOPMENT (UNCLASSIFIED)**

**POSITION #: 5599**

**PAY GRADE: AN**

**TAXING AUTHORITY: COUNTY COMMISSION**

**DEPARTMENT: ECONOMIC DEVELOPMENT**

**GENERAL DESCRIPTION:**

Performs professional-level duties in support of department objectives including business attraction, retention and expansion, marketing, pursuing project leads, developing and maintaining relationships and partnerships, workforce development, developing and managing programs and projects.

**ESSENTIAL JOB FUNCTIONS:**

Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

- Works to enhance Santa Rosa County's economic sustainability through efforts that advance innovation, competitiveness and resiliency.
- Utilizes project management skills to execute strategic goals, drive the timely accomplishment of tasks and ensure projects are completed on budget.
- Initiates, evaluates, monitors and ensures grant programs related to economic development; manages grant funded economic development infrastructure projects, including extensive coordination with external entities including utilities, jurisdictions, environmental permitting agencies, etc.
- Assists with negotiation and creation of incentive contracts and agreements; monitors incentive contracts for compliance; creates, oversees and implements best practices for contract compliance.
- Works directly with Economic Development Director to facilitate strategic efforts necessary to resolve complex and high-level business concerns.
- Manages data input, output and infrastructure to support and promote a strong and collaborative institutional knowledge base.
- Maintains working knowledge of local market industry dynamics, market conditions that influence business operations and programming to support business success, including workforce development programs.
- Monitors legislation relating to economic development.
- Develops and sustains close, productive working relationships with the business community to attract and retain business.
- Develops positive working relationship and partnership with appropriate private sector, non-profits and public organizations, including federal/state/local agencies and academic sector at all levels.
- Provides support and resources to new and existing businesses, including small business owners and entrepreneurs, while balancing divergent needs.

- Collaborates with County leadership team to ensure that important existing business infrastructure elements vital to business sustainability and expansion are maintained and improved.
- Encourages collaboration between the Economic Development Office and the Chambers of Commerce in Santa Rosa County on business related issues.
- Administers the Business Façade Grant Program.
- Represents the department at local business, community and military-related events.
- Prepares studies and reports.
- Attends trade shows and meets with site consultants to promote the business development of Santa Rosa County as required.
- Assists with the creation and implementation of departmental policies and procedures.
- Supervises and directs the work of department staff in absence of Director.
- Maintains confidentiality and discretion related to prospects, projects and company/industry negotiations.
- Interacts with the public in an effective and courteous manner.
- Must demonstrate commitment to our mission, vision, values and goals and represent the County in a professional, dignified manner at all times both in actions and appearance.
- May have a role in the County's disaster preparation and/or disaster recovery efforts, as designated in the County Comprehensive Emergency Management Plan; may be required to work before, during and/or after an emergency.
- Must be able to meet minimum attendance standards, including attending after hours or weekend meetings.
- Performs related duties as required.

**ESSENTIAL PHYSICAL, VISUAL AND COMMUNICATION SKILLS:**

The physical requirements are that of light work and include exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently and/or a negligible amount of force constantly to move objects. The work requires some physical exertion, such as long periods of standing; walking over rough, uneven or rocky surfaces; recurring bending, crouching stooping, stretching reaching or similar activities. The work may require specific, but common, physical characteristic and abilities, such as above average agility or dexterity. Requires repetitive motion of the wrists, hands and/or fingers. Required to operate a motor vehicle to attend off site meetings.

Requires close visual acuity to perform an activity such as: preparing and analyzing data and figures. Transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.

Requires the expression or exchange of ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to others accurately, loudly or quickly. Requires perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication and to make the discriminations in sound.

**ENVIRONMENTAL CONDITIONS:**

The working environment involves everyday risks or discomforts that require normal safety precautions and is nearly absent of potentially disagreeable elements, such as irate customers, outdoor weather

conditions, excessive noise, extreme temperatures, odors, dust, etc. The employee is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work).

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of local, state, and federal economic development programs; knowledge of federal, state, and regional grant programs, including Triumph Gulf Coast, and the fiscal procedure required in these specialized areas.

Required to operate a personal computer and related word processing, spreadsheet and database programs; internet software. Requires creative and business proofreading, editing, writing and research; verbal communication; public speaking.

Required to comprehend and analyze legal documents; effectively express ideas, both in written and verbal communications; create and maintain detailed files and records; follow established policies and procedures; track and follow through on extended projects; establish and maintain good working relationships with other County departments; work independently to solve problems and make sound decisions with the knowledge at hand; coordinate and process a large quantity of deadline driven, detailed projects while maintaining attention to detail; make arithmetic computations and tabulations accurately and with reasonable speed; effectively represent the County and the department in answering questions, responding to inquiries including those from the media, providing assistance, and dealing with concerns from the public, community organizations, other County staff, and other agencies on economic development-related activities in a polite and courteous manner.

**MINIMUM & PREFERRED QUALIFICATIONS:**

Bachelor’s Degree from an accredited four year college or university in Public Administration, Business, Marketing or closely related field; supplemented by seven (7) years of economic development related experience; or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. At least three (3) years of supervisory/management experience is required. Experience with Microsoft Word and Excel are required. Experience with Microsoft Access is preferred.

**LICENSURE AND/OR CERTIFICATIONS:**

Requires a valid driver license at the date of hire and maintain said license while employed in this position. Certified Economic Developer (CEcD) or Project Management Professional (PMP) is preferred.

**CREATED:** 10/7/2019

**REVISED:** 4/15/2022, 09/19/2022, 02/03/2023

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**Employee Name Printed**

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**Employee Signature**

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**Date**