

## **Economic Development Executive Director, Cuming County, Nebraska**

Reports to: Cuming County Board of Supervisors and the Cuming County Economic Development Board

Status: Full Time

### **Job Function**

Under the oversight and direction of the Cuming County Board of Supervisors and Cuming County Economic Development Board, the position of Executive Director is responsible for all operations of the program including the successful implementation of a Board approved Program of Work. The focus of the position of Executive Director is economic development within Cuming County, Nebraska, and each of the four municipalities in the county.

### **Essential Functions of the Executive Director**

1. Economic Development: The primary responsibility of the position is to successfully develop a model for attraction, expansion and retention of businesses to Cuming County. This responsibility comprises activities including, but not limited to:
  - a. Implementing programs and strategies that expand and retain existing businesses in Cuming County
  - b. Implementing programs and strategies that develop new businesses in and attract new businesses to Cuming County
  - c. Marketing Cuming County and its four municipalities in general
  - d. Implementing programs and strategies that enhance and/or expand the area's labor force
  - e. Providing follow up research and information to prospective businesses
2. Fund Raising and Membership: The Cuming County Economic Development Program (CCEDP) can only function so long as all programs of work are adequately funded. The Executive Director and Cuming County Economic Development Board together are expected to secure funds on a timely basis from the Cuming County Board, each municipality in the county and relevant public and private sources.
3. Program Leadership: The Executive Director must manage short and long term circumstances effectively while creating opportunity. This responsibility comprises activities including, but not limited to:
  - a. Establishing short and long term goals for the CCEDP
  - b. Developing and coordinating programs of work so as to be effective with the membership and community
  - c. Managing the activities of the CCEDP Staff, while delegating appropriately
  - d. Establishing programs of work and budgets that are achievable, effective

- e. Maintain positive relationships with county and municipal officials; leaders in the public and private sector of the county and each of its municipalities; state and regional economic development officials; the public at large; and local, regional, state and national economic development organizations
4. **Public Relations:** The Executive Director is the CCEDP's representative to various key audiences and the public at large. The Executive Director will make presentations as needed to further the aims of the program. The Executive Director will collaborate with local, state, regional and economic development agencies and communities. The Executive Director will represent the CCEDP at various events and to various organizations as required to further the aims of the CCEDP. The Executive Director is expected to work successfully with the news media.

#### **Other Functions**

1. The Executive Director serves on committees and attends meetings of interest to the program.
2. Works directly with an attorney as required.
3. Works directly with consultants as required.
4. Writes reports.
5. Performs employee evaluations on a periodic and timely basis.
6. Understand and adhere to county policies and safety practices adopted by the County Board of Supervisors
7. Other duties and functions as assigned.

In coordination with the Board, duties and functions may change as necessary.

#### **Educational Requirements**

Graduation from an accredited four-year college or university and experience in economic or community development preferred; a combination of education and experience will be considered. Any professional economic development trainings are a plus.

#### **Skills**

1. Must be an excellent communicator in person, with groups and in writing.
2. Must be able to use electronic media and social media networks.
3. Must be able to speak and write with empathy, courtesy and tact.
4. Must be able to maintain confidentiality.
5. Must be able to communicate effectively with management and the public about issues that affect services, costs, efficiency, programs of work and policy.
6. Must be able to raise funds from public and private sources.
7. Must be able to develop programs of work and budgets.
8. Must be able to write and submit grants.
9. Must have excellent time management skills and be flexible in time and assignments.

#### **Physical Demands**

Must be able to sit and stand for extended periods of time. Must be able to safely handle common objects found in an office setting like boxes of copy paper, furniture, etc.

**Mental/Visual Demands**

Should be able to read, write, and understand English well. Requires concentration, math skills, some computer skills, analytical problem-solving skills, independent judgment, discretion, self-direction and initiative.

**Contacts**

Interaction with the general public, existing or prospective businesses, various organizations, and public officials is essential to the success of the program. Attendance at Cuming County Economic Development Board meetings is required. Meetings and/or program updates to the village, city and county boards are expected on a regular basis. All contact is expected to be in a courteous and professional manner.

**Location/Working Conditions**

Typically indoor office environment. Frequent travel is expected. May be exposed and active in all kinds of weather. Must be willing to work beyond 40 hours per week when necessary to meet the obligations of the position.

**License and Other Requirements**

Drivers license in the State of Nebraska. Ability to be bonded. Background check as required. The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully. The County recognizes that an individual with a disability may require an accommodation to enable him or her to successfully perform a job function. Consideration will be given to reasonable accommodations.

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Supervisor’s Signature

\_\_\_\_\_  
Employee’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Effective Date of Job Description:** \_\_\_\_\_