

VIRGINIA REGIONAL INDUSTRIAL FACILITY PROJECT MANAGER

Pulaski County Economic Development Authority

Department: Economic Development Authority

Reports to: Pulaski County Economic Development Director

Supervision Exercised: None

Supervision Received: Work is performed with daily instruction and supervision.

Classification (FLSA): Exempt, Full-Time

Work Hours: 40 hours per week

ESSENTIAL FUNCTIONS: This position will serve the Virginia Regional Industrial Facility Authority. The Authority is a regional entity consisting of 11 member jurisdictions and a 22 member Board. This position will primarily promote and manage the development of the New River Valley Commerce Park.

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential functions satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions. Employee must successfully pass a drug test and background check.

RESPONSIBILITIES:

- Marketing and promoting the holistic development of the New River Valley Commerce Park
- Caring for and comprehensively developing the 757.5 acre industrial park
- Managing existing and future lease purchase, utility, agricultural rental and other associated agreements
- Applying for, administering and managing grants and loans
- Managing the Authority's budget and finances with bookkeeping services provided by the New River Valley Regional Commission

KNOWLEDGES, SKILLS AND ABILITIES:

- General knowledge of modern principles and practices of economic development and public and business administration and possess familiarity of current businesses within the community
- Ability to prepare clear and comprehensive financial and administrative reports
- Knowledge of administering grants and loans
- Ability to maintain effective working relationships with county officials, industry executives, and the general public
- Knowledge of budgets and business management
- Possess marketing skills to promote development of the industrial park
- Ability to use Arcview GIS and internet based information

ADA REQUIREMENTS: The position requires constant use of the visual and auditory senses, as well as dexterity required to operate keypads, push buttons, and switches. Also, requires the ability to sit at a desk and operate computer and other devices; read and write and to exchange information; walk, squat, kneel or bend; lift and carry up to 25 pounds; traverse steep terrain and stairs; work independently in the absence of specific instruction; and to meet the public courteously and effectively.

EDUCATION AND EXPERIENCE:

- Bachelor's Degree in Public Administration, Business Administration or related field required
- Experience in working with Small Businesses and government agencies
- Microsoft Office and other computer skills including GIS and CAD

PROFESSIONALISM AND CONFIDENTIALITY:

- Understands and consistently implements all County policies and procedures
- Maintains confidentiality with all vendors and employee transactions and activities
- Shares knowledge and assists other staff with day to day activities to promote effective teamwork to accomplish the goals of the County

TRAINING AND JOB DEVELOPMENT:

- Develop and set own personal goals for acquiring new skills and job growth
- Participate in conferences, workshops, webinars, and other opportunities to maintain current awareness of small business trends
- Works with staff to discuss and resolve problems and provide ideas for improvement

Note: This job description is not intended to be all –inclusive. An employee will also perform other reasonably related job responsibilities as assigned by the Executive Director of the Pulaski County Economic Development Authority and the Virginia Regional Industrial Facility Authority. The Virginia Regional Industrial Facility Authority reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. The job description does not constitute a written or implied contract of employment.

I have read, understand and accept the duties, standards and expectations required of this position. I hereby affirm my good faith compliance with all policies and procedures.

Employee: _____

Date: _____