



## JOB DESCRIPTION

### Existing Industry/Workforce Development Coordinator

#### JOB SUMMARY

The Development Authority of Butts County is seeking applicants for a new part-time Existing Industry and Workforce Development Coordinator. This position is responsible for developing and managing programs to facilitate the retention and expansion of local businesses and industry efforts within Butts County. This position will advise the Executive Director on program content, develop the program of work for the Development Authority for the established industry efforts, and will perform certain administrative duties for the department. **This is a part-time position averaging 20 hours per week.**

#### MAJOR DUTIES

- Develop and manage business retention and expansion programs in support of annual program of work
- Establish budget program elements for inclusion in annual departmental budget.
- Implement structured business visitation program to maintain information on current employment levels, potential facility expansions or contractions, etc., and to identify concerns and/or needed programs or services.
- Develop and utilize surveys and other research tools, including periodic Business Retention & Expansion Process (BREP) surveys, to benchmark and evaluate business retention efforts, to identify areas of concern for local businesses, and to evaluate the workforce and skills needs of local employers.
- Coordinate activities to enhance communication between education and workforce development organizations including the Georgia Department of Economic Development, the Butts County Chamber of Commerce, WorkSource Three Rivers, and other organizations.
- Assist in the development of programs and activities to recognize, acknowledge and promote the contribution of area businesses to the county's economy and quality of life.
- Prepare news releases and other public information tools – to include managing social media output – to publicize and promote retention and expansion programs and activities.
- Maintain database on local industries and key personnel including industry operations, employment levels, key personnel, union participation, primary and secondary..
- Attend professional development seminars and actively participate in professional economic development organizations such as the Georgia Economic Developers Association.
- Assist the Executive Director, as needed, with business development activities including industrial prospect briefings.
- Assist the Executive Director with special events including developer events, groundbreakings and ribbon cuttings, industry visitation tours, etc.
- Attend regular meetings of the Butts County Development Authority and other meetings of various boards, civic and business organizations as appropriate.
- Other duties as assigned by the Executive Director.

## **KNOWLEDGE REQUIRED BY THE POSITION**

- Knowledge of the concepts and theories of industrial and commercial development.
- Knowledge of the practices and procedures of a wide range of business types including manufacturing, distribution/logistics and professional services.
- Knowledge of county policies and procedures.
- Knowledge of professional marketing techniques.
- Skill in oral and written communication, including public speaking.
- Skill in interpersonal relations.
- Skill in planning, organizing and coordinating projects.
- Microsoft 365 – Word, Excel, and Outlook
- Organizational Skills
- Self-motivation, ability to work independently
- Relationship Building Skills, Collaboration Skills

## **SUPERVISORY CONTROLS**

The Executive Director assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

## **GUIDELINES**

Guidelines include County and department policies and procedures, County codes and ordinances, and related federal, state, and local laws. These guidelines are generally clear and specific but may require some interpretation in application.

## **MINIMUM QUALIFICATIONS**

- Associate Degree or College graduate with concentration in business, journalism, engineering, public administration or related fields.
- Completion of Basic Economic Development or development authority training course or ability to complete training within 12 months of employment.
- Basic computer skills and familiarity with the MS Office suite of programs including Word, Excel and PowerPoint; GIS software a plus.
- Previous experience in a development authority, Chamber of Commerce or related organization a plus.
- Any combination of education and experience will be considered.

## **CONTACTS**

- Contacts are typically with coworkers, other County employees, vendors, and members of the general public.
- Contacts are typically to provide services or to give or exchange information.

**PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- Must be physically able to operate a variety of machinery and equipment including office equipment such as computers, fax machines, and copy machines. Must be able to use body members to work, move, or carry objects or materials. This position requires: walking, standing, bending, stooping, pushing, pulling, lifting, fingering, grasping, feeling, seeing, talking, hearing, and repetitive motions. Must be able to exert up to 10 pounds of force occasionally. Physical demand requirements are at levels of those for sedentary work.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

None.

\_\_\_\_\_  
Employee Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

*The above statements are intended to describe the general nature and level of work performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required by incumbents in the position*