

Historic Craven County, North Carolina, situated along the banks of the Trent and Neuse Rivers and home of Tryon Palace is seeking a qualified individual for Economic Development Director. Craven County has a population of 104,786 and is located only 30 minutes from the Atlantic Ocean.

Serves as initial contact for potential industries and businesses considering new location or expansion; shows sites and arranges meetings with local officials; researches land and coordinates contacts for the property; serves as liaison during plant or facility construction; investigates labor supply, utilities, and works with various groups to ensure the availability of an adequate, well trained workforce for industrial concerns. Develops marketing tools for the economic development of the County including brochures, flyers, booklets, website, and ads, etc. Develops a network of contacts to identify potential parks and sites; monitors building projects and works with local partner agencies including the education systems, local governments, etc. Develops grants and funding sources to support infrastructure improvements, i.e. Community Development Block Grants, Rural Development Administration and NC Rural Economic Development Center Fund; researches, writes and contracts for grants procurement and administration; Works on grants to support County Government as directed by the County Manager. Keeps current records on sites and buildings, and reports changes to the State industrial developers; keeps files and statistics on labor wages, demographics, economic base, maps, profiles, utilities, retail sales, building permits, finances and schools; reports on growth announcements and statistics on various agencies. Prepares department budget recommendations. Serves as the County's military liaison and coordinates efforts to protect and preserve military and civilian assets within Craven County. Serves as staff resource and technical consultant to the County Manager, and makes presentations as requested. Coordinates efforts with a wide variety of local, regional and state groups such as regional partnership officials, NC Department of Commerce; NCEdA, North Carolina Chamber, and others.

Desired Education and Experience: Bachelor's degree in Business Administration, Public Administration or related field. Master's Degree and/or CECD professional certification preferred. Minimum 5 years of increasingly responsible experience in the field of economic development. Sound administrative, budgeting and financial management skills, coupled with strong communication skills is required. Salary Range \$71,179 - \$143,798. Excellent benefits package. State of NC application (PD 107) should be submitted with resume'. Craven County residency is required. Contact: Craven County Human Resources, 406 Craven Street, New Bern, NC 28560, 252-636-6602. Craven County is an EEO/AA employer.