

JOB ANNOUNCEMENT

The Holmes County Economic Development District is soliciting applications for the position of full-time Economic Development Specialist.

Applicants must possess considerable experience in economic and community development, including administrative responsibility; graduation from a four-year college or university, preferably with specialization in economic and community development or a related field; or any equivalent combination of experience and training.

Qualified persons wishing to be considered for this position must submit an application, including a résumé and cover letter to Holmes County Administrator, P. O. Box 239, Lexington, MS 39095. Applications will be accepted via email at cjoiner@holmescountymys.org.

Please contact the Holmes County Administrator for Job Description and Training and Experience requirements for this position. Copies of these documents may also be found on our website at: <http://www.holmescountymys.org>.

For additional information, please call (662) 834-0911, email: cjoiner@holmescountymys.org or visit us at 408 Court Square, Lexington, MS 39095.

The deadline for filing an application is September 1, 2017 at 5:00 PM.

"It is the policy of the Holmes County Economic Development District to not discriminate against any applicant for employment, or any employee because of age, color, sex, disability, national origin, race, religion, or veteran status."

Job Description-Economic Development Specialist

Nature of Work: Performs a variety of administrative, technical and professional work in preparation and implementation of economic and community development plans, programs, and services.

This full time position is responsible for working closely with the Economic Development District and other county staff in promoting the business and economic development interests within the community. This position will include working with all noted departments in providing guidance to individuals and companies to establish, relocate, or expand their businesses within the community. The position will include assistance in the planning and coordination of community development projects, assisting business and residential applicants with local and State permitting processes, and providing research for County sponsored projects. This position is a direct report to the County Administrator.

Essential Duties and Responsibilities: Directs economic development initiatives to achieve the goals and objectives outlined by the Economic Development Plan and guided by the Economic Development District.

Provides assistance in the development of short and long term economic and community development plans, as well as the gathering of information and preparation of studies, reports, and recommendations to achieve such goals. This will involve the preparation and maintenance of information on utilities, taxes, zoning, transportation, community services, financing tools, and incentives, in order to respond to requests for information for economic development purposes, and the coordination with other departments and agencies as needed.

Provides professional economic development advice, assist in the application and permitting process, and serve as an advocate for economic development in line with the goals as established by Holmes County Economic Development District.

Promotes the Holmes County Industrial Park, promoting the sale of lots, attraction of business and the orderly development of projects within the parks.

Works closely with the Holmes County Chamber of Commerce to identify areas of concern in the promotion of business location and expansion within Holmes County.

Maintains a liaison with various local, State, and Federal agencies, coordinating projects with agencies as deemed necessary and appropriate, i.e. MDA, HUD, North Central Planning & Development District, Economic Development Administration, (EDA) Mississippi Home Corporation and Federal Home Loan Bank (FHLB).

Provides information and/or make presentations to supervisors, boards, commissions, civic groups, businesses, individuals, and the general public on economic development issues, programs, services, and plans.

Becomes familiar with the existing inventory of available buildings and business and residential development sites within the community. This will include both public and private buildings and land areas.

Prepares grant proposals and applications, contracts and other necessary documents as may be required for necessary community services.

Assists with negotiation and the management of professional service contracts, property sales or acquisition, and economic development oriented negotiations, as assigned.

Works with the Economic Development District to formulate and implement marketing and business attraction strategies.

Serves as a member of economic development groups or task force that promote economic and community development at the local, State or Federal level, as deemed necessary or appropriate.

Monitors legislation and regulations relating to economic development, and report findings to the appropriate impacted parties, i.e. the County Administrator, the Economic Development District, the Holmes County Board of Supervisors, etc.

Maintains strong working relationships with the general public, area businesses, clients, the media, and others.

Serves as a member of various staff committees, as assigned.

Attends professional development workshops and conferences to keep abreast of trends and developments in the field of economic development, and to represent the interest of Holmes County on matters related to economic development.

Ability to be a team player with other county and municipal staff.

Conduct other related work as assigned.

Training and Experience Required: Considerable experience in economic and community development, including administrative responsibility; graduation from a four-year college or university, preferably with specialization in economic and community development or a related field; or any equivalent combination of experience and training. Considerable knowledge of business development, community, and economic development.

Working knowledge of municipal zoning and infrastructure, and planning programs and processes.

Ability to communicate effectively to groups and individuals, engineers, architects, contractors, developers, businesses, supervisors, employees, and the general public.

Ability to establish working relationships with other organizations and economic development practitioners.

Ability to prepare and analyze reports and data, and have skill in the operation of necessary tools and equipment, i.e. computer, Microsoft Office Suite software, and general office equipment (telephone, fax, copier, calculator, etc).

Ability to engage in effective social media technology i.e, website, Twitter, Instagram, Facebook, LinkedIn.