

WILLIAMS COUNTY
COMMISSIONERS OFFICE
ONE COURTHOUSE SQUARE
BRYAN, OHIO 43506-1791
PHONE 419-636-2059 FAX 419-636-0643



The Williams County Commissioners in partnership with the Board of Directors of the Williams County Economic Corporation are currently seeking an **Economic Executive Director** for Williams County Economic Corporation (WEDCO).

The successful candidate will direct economic development initiatives under the direction of the WEDCO Board of Directors to achieve the goals and objectives outlined by WEDCO. The Executive Director will be an unclassified Williams County employee, with access to the county benefits package.

The position includes administrative, technical, and professional work in preparing and implementing economic development plans, programs, and services within the County. This position is responsible for working closely with the local communities in promoting the business and economic development interests within the County. This includes working with a wide client base in providing guidance to individuals and businesses to establish, relocate, retain, or expand their businesses within the County.

The Executive Director will work closely with local community leaders and Chambers of Commerce to identify areas of concern in the promotion of business location and expansion within the County.

A degree in urban planning, business, marketing, economics, or related field is preferred, or an equivalent combination of education and related experience. Successful candidate must have some financial background with basic accounting skills and ability to operate within QuickBooks. Possession of strong skills in data collection and analysis and knowledge of local, state, and federal planning laws. Excellent interpersonal communication and public speaking skills are required. Position also requires strong marketing and customer skills. Position requires valid driver's license.

All candidates must submit resume, cover letter with salary requirements and references by either mail or email. No phone inquiries please. Information may be submitted electronically to **mayor@cityofbryan.com** or mailed to:

Mayor Carrie Schlade
WEDCO Chairman
1399 East High Street
PO Box 190
Bryan, Ohio 43506

A full job description may be seen at **www.wedco.info**. Resumes will be accepted starting August 30, 2022 through September 20, 2022.

Williams County is an equal opportunity employer.

WILLIAMS COUNTY

An Equal Opportunity Employer

POSITION DESCRIPTION

Cover Page 1 of 2

Office/Agency:	Board of Commissioners	Employee Name:	
Class Title:	Director 1	Position Title:	Economic Development Executive Director
Class Number:	6111	Position Number:	
Dept./Div.:	Economic Development	Civil Service Status:	Unclassified
Unit:	WEDCO	Employment Status:	
Reports to:	Board of Commissioners	FLSA Status:	Exempt
Pos. # of Supvr:		Pay:	Per Resolution

QUALIFICATIONS: An example of acceptable qualifications:

Post-secondary degree in urban planning, business, marketing or economics or related field, or an equivalent combination of education and related experience. Must have some financial background with basic accounting skills and ability to operate within QuickBooks program. Possession of strong skills in data collection and analysis and knowledge of local, state, and federal planning laws. Excellent interpersonal communications and public speaking skills are required. Position requires strong marketing and customer skills.

- Or education, training, and/or experience in an amount equal to the Minimum Qualifications stated above.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Valid Driver's License.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive.

Personal computer, printer, copy machine, fax machine, telephone, and other standard business office equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee is exposed to, must negotiate, use or work with or in the vicinity of general office equipment, noise, lighting, eye strain, ergonomics, electrical hazards, trip hazards, exits, stairways, ramps, shelving, portable fire extinguishers, exposure to life threatening situations, and the general public, including emotionally distraught individuals.

Note: The DOT Code for this position is:

(Code 188.117-102) GOE: 11.0S.03 STRENGTH: L GED: RS M4 LS SVP: 8 DLU: 77.

Developed by:

Date Adopted:

Date Revised: 082022

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This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed Both the Cover Page(s) and the Inside Page(s) of my position description, and that I understand the contents of the position description.

Special Note: This position is unclassified pursuant to O.R.C. 124.11(A)(23) and O.R.C. 307.07. The incumbent is exempt from civil service rights and protection, and the term of employment is at the sole discretion of the Appointing Authority.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)

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Unit:	WEDCO	Pos. # of Supvr.:	

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

20% (1) Promotes retention and expansion of industry, commerce, and retail within the County; develops and maintains a cooperative working relationship with existing businesses, local utilities and governmental officials; identifies existing businesses' retention and expansion needs, and utilizes available resources to address those needs.

Knowledge of: (250), (251), (255), (381), (384), (385)

Ability to: (602), (681), (684), (706). (744). (745)

20% (2) Updates industry, commerce, retail, and other area information; maintains directory of available buildings, and development sites in the County with utilities available; responds to state lead projects. Ensures the industrial database is up to date.

Knowledge of: (183), (250), (251), (256), (384), (421), (531)

Skill in: (901), (903), (905), (910), (960)

Ability to: (602), (654), (657), (684), (706). (720), (744). (745)

20% (3) Prepares annual repmis; tracks and prepares report for CD's; maintains membership database; prepares and mails membership invoices for dues; maintains and reports budget information; prospects for new members; meets annually with members; coordinates annual meeting and reports.

Knowledge of: (183), (250), (251), (256), (384), (421), (531)

Skill in: (901), (903), (905), (910), (960)

Ability to: (602), (654), (657), (684), (706). (720), (744). (745)

15% (4) Maintains and updates in a timely manner, all data and data sources regarding the County's assets, such as land, financing, labor, transportation, utilities, etc., to market the County to prospective new business clients and assist with the retention and expansion of existing business clients. This includes ensuring data provided for various websites is up-to-date (example: Regional Growth Partners).

Knowledge of: (183), (250), (251), (256), (384), (421), (531)

Skill in: (901), (903), (905), (910), (960)

Ability to: (602), (654), (657), (684), (706). (720), (744). (745)

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5% (5) Serves as the principal liaison for all economic development matters within the County. Also attends Council meetings, banquets, and other events as deemed necessary.

Knowledge of: (250), (251), (256), (384), (531)

Ability to: (602), (681), (684), (706), (744), (745)

5% (6) Serves on the Williams County Workforce Investment Act Policy Board, as appointed by the Williams County Commissioners, to fulfill the economic development obligation of the Workforce Investment Act. Works in conjunction with Workforce Development Coordinator to market business services available at the Ohio Means Jobs Office.

Knowledge of: (250), (251), (256), (384), (531)

Ability to: (602), (681), (684), (706), (744), (745)

5% (7) Prepares and evaluates program progress, financial and other reports as required for WEDCO Board meetings. Prepares annual budget for WEDCO Board's review and approval. Meets monthly with the WEDCO Board treasurer to review financials and prepare for monthly WEDCO Board meeting. Works cooperatively with the WEDCO Board regarding economic development matters.

Knowledge of: (103), (106), (183), (250), (251), (256), (384), (421), (531)

Skill in: (901), (903), (905), (910), (960)

Ability to: (602), (651), (654), (657), (681), (684), (706), (720)

5% (8) Works in conjunction with the County Auditor's office and/or local officials to administer, monitor, and amend enterprise zone agreements within the county. Prepares and coordinates annual review reports to submit to local officials and the Ohio Development Services Agency (ODSA).

Knowledge of: (250), (251), (256), (384), (421), (531)

Skill in: (901), (903), (905), (910), (960)

Ability to: (602), (654), (657), (681), (684), (706), (720), (744), (745)

5% (9) Develop and provide presentations in order to educate business and governmental officials and promote economic development. Disperse presentations to WEDCO Board for approval before any presentations are given to the public. Provide administrative support to the WEDCO Board. Maintain and operate WEDCO office and social media in a professional and efficient manner.

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Knowledge of: (250), (251), (381)

Skill in: (905), (910)

Ability to: (681), (684)

(10) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

(11) Demonstrates regular and predictable attendance.

(12) Maintains required licensures and certifications.

OTHER DUTIES AND RESPONSIBILITIES:

Performs other related duties as required.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: (103) bookkeeping; (106) finance; (183) data processing techniques and procedures; (250) agency goals and objectives; (251) department policies and procedures; (255) government grant programs; (256) labor market data and employment trends; (381) public relations; (384) community resources and services; (385) marketing; (420) office practices and procedures; (421) English grammar and spelling; (422) records management; (531) local geographic area.

Skill in: (901) typing; (903) data entry; (904) word processing; (905) computer operation; (910) use of modern office equipment; (960) use or operation of Microsoft Office Suite and QuickBooks.

Ability to: (602) carry out instructions in written, oral, or picture form; (651) copy material accurately and recognize grammatical and spelling errors; (654) prepare accurate documentation; (657) compile and prepare reports; (681) prepare and deliver speeches and presentations; (684) communicate effectively; (706) understand a variety of written and/or verbal communications; (720) arrange items in numerical or alphabetical order; (724) maintain records according to established procedures; (744) handle sensitive inquiries from and contacts with officials and general public; (745) develop and maintain effective working relationships.

POSITION NUMBERS AND CLASS TITLES OF POSITIONS DIRECTLY SUPERVISED:

Developed by:

Date Adopted:

Date Revised: 082022