

**Trail County Economic Development Commission
Executive Director Job Description**

Title: Executive Director

Job Description: The director manages the day-to-day operations of the TCEDC. Work includes loan analysis and administrative activities. The director will manage development of a county economic plan. Analyze data to guide planning efforts for the TCEDC. Work with county, local governments, the private sector and the general public. Locate and apply for state and federal grant programs.

Supervision: Under the direct supervision of the Traill County Economic Development Board

Salary: Dependent upon experience

Duties and Responsibilities:

1. Promote and market Traill County.
2. Manage development and implementation of a county economic development plan and program.
3. Identify funding sources (grants), assist in preparing applications for said funding sources and tracking grant projects to completion.
4. Maintain a database of public and privately owned sites and buildings for development.
5. Meet with loan applicants and assist them with paperwork. Present paperwork to Board along with assessment.
6. Prepare financial reports concerning loan administration. Monitor all loans. Execute loans with due diligence. Establish loan process.
7. Monitor loans for missed payments and contact the business regarding payments.
8. Proactively seek out economic development, revitalization and infrastructure projects for the county.
9. Attend statewide economic development meetings and seminars and present information to TCEDC.
10. Implement strategies to attract new employers from outside the county.
11. Seek ways to attract new residents to Traill County and minimize the outflow.
12. Assist in the improvement of infrastructure, housing, recreational and cultural facilities.
13. Assist existing employers to become more competitive and to improve their business.
14. Develop strategies for capturing more local consumer dollars.
15. Communicate and work effectively with regional, state, federal and local officials and representatives from businesses.
16. Work with and present reports and recommendations to the TCEDC Board.
17. Perform public relations activities for specific projects, such as a press conference. Conduct public meetings and speak to civic organizations. Develop a working relationship with local newspapers and media.
18. Act as a liaison between TCEDC and the City EDCs and attend local EDC meetings.
19. Maintain and improve TCEDC website.

The TCEDC reserves the right to revise or change job duties as the need arises.



Executive Director Job Description Continued

Skills and Abilities:

- The ability to work independently; must be a self-starter, and both a thinker and a doer.
- The ability to supervise others to accomplish goals.
- The ability to communicate and work effectively with local governmental and community leaders both formally and informally (often after regular office hours).
- The ability to organize, develop, analyze and otherwise reduce large amounts of data and concepts and ideas into clear, concise reports, plans or documents.
- Must possess sufficient expertise with computers and word processing.
- A bachelor's or master's degree from an accredited institution in one of the following areas: Marketing/Mass Communication, Urban and Regional Planning, Business Administration, Public Administration, Finance or Political Science or an equivalent combination of education and experience.
- Knowledge of government, government processes and rural planning is desired.