



JOB ANNOUNCEMENT

POSITION: Economic Development Specialist

LOCATION: County of Stanly
Economic Development
1000 North First Street
Albemarle, NC 28001

SALARY: \$36,921 or DOQ

JOB SPECIFICATIONS: An employee in this class represents the entrepreneurial opportunities available in Stanly County to interested parties and stakeholders. This work manifests in research and communicating with prospective clients and existing industries and businesses. Examples of decision making include acting as a representative for the office by deciding how much research and detail should be invested in a request for information. Public contact includes responding and communicating with business location representatives, local government representatives, real estate developers, and utility services representatives. The employee receives overall objectives and resources available and together with the supervisor develop deadlines and work to be done. Employee plans work, interprets policy on own initiative, resolves problems, and keeps the supervisor informed on progress. Duties include collecting, updating and organizing information on building site availability, providing site information to potential industries seeking as possible relocation or startup, assisting in preparing proposals for clients and responding to inquiries, aids in development of marketing and outreach material, maintains EDC website, visits existing industries to assist with expansions, workforce development, and assists in determining if financial assistance is available from different agencies and sources, assists with agenda meetings and minutes, press releases and department communication.

EDUCATION AND EXPERIENCE: Any combination of education and experience equivalent to a bachelor's degree in business administration or a related field with some experience performing business related research and communication.

SPECIAL REQUIREMENTS: Possession of a valid North Carolina's driver's license. Within two years of initial employment obtain Economic Developers certification.

RECRUITMENT PERIOD: April 21, 2021 through May 5, 2021

APPLICATION PROCESS: All applicants must apply through the NEO GOV website at <https://www.governmentjobs.com/careers/StanlyCounty> or the NC Works Career Center, 994 N First Street, Albemarle, NC 28001. (704) 982-2183. Applicants tentatively selected for this position will be required to submit to urinalysis to screen for illegal drug use prior to appointment.

Stanly County is an Equal Opportunity Employer

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www.stanlycountync.gov

Human Resources

1000 N. First Street, Suite 10A, Albemarle, NC 28001