

## JOB DESCRIPTION

### Zanesville-Muskingum County Port Authority

## Executive Director

#### **General Function:**

The Executive Director serves as the chief economic development professional and administrative officer of the Zanesville-Muskingum County Port Authority, a public agency that serves as the lead coordinator of economic development activities for the County of Muskingum and City of Zanesville, Ohio. The Executive Director is appointed by and works under the direction of the Board of Directors.

#### **Responsibilities:**

- A. Develop and implement economic development plans, policies, projects and strategies.
- B. Plan and implement public infrastructure projects that support economic development plans and projects.
- C. Provide administrative support, reports and recommendations to the Board of Directors.
- D. Manage the community's enterprise zone tax incentive program and tax incentive review council process.
- E. Assist and advise business clients with accessing financing and development incentive programs.
- F. Market and promote Muskingum County as a business location to both prospective new businesses and existing businesses.
- G. Manage the finances of the organization and its projects including the preparation of accurate budgets and reports.
- H. Proactively seek out and administers grants and other financial incentives that promote economic development, revitalization, and infrastructure development projects.
- I. Collaborate and advocate for comprehensive workforce development strategies which will assist current and prospective employers with recruiting, training and retaining employees.
- J. Maintain a database of public and privately-owned sites and buildings available for development.
- K. Prepare correspondence, detailed analytical documents, prepare and conduct presentations for the Board and provide project status reports in order to communicate program activities, explain ideas, and recommend alternatives.
- L. Supervise, direct, and evaluate authority staff; develop internal policies and procedures and evaluate their effectiveness.
- M. Communicate with the Board of County Commissioners, municipalities, townships, citizen advisory groups, other city and county department heads and elected officials and their employees, business owners, developers, and citizens in order to negotiate agreements, communicate needs of multiple parities, explain projects, and present reports and recommendations.
- N. Conduct research and analyze data such as demographic and building permit trends, budget expenditures, and business plans in order to make recommendations to policy makers.
- O. Identify and target businesses and industries for recruitment to the area; promote the community as a viable option for location of business
- P. Represent the community at meetings, conferences, presentations, trade shows and through development of proposals and promotional materials.

- Q. Comprehend and make inferences from reports, appraisals, legal opinions, land and title reports, and building cost estimates in order to understand project proposals, negotiate agreements, and make policy recommendations.
- R. Develop and maintain positive relationships with developers, consultants, firms and government officials and agencies involved in the field of economic development.
- S. Develop and maintain positive relationships with local organizations, partners, business persons, and public officials
- T. Serve as the administrator and staff support for the Muskingum County Transportation Improvement District and its board, by contract between the two agencies.
- U. Perform other duties as assigned by the Board of Directors.

**Qualifications:**

- A. Possession of a Bachelor's degree desired, preferably in Business or Public Administration, Marketing, or closely related area.
- B. Ten years of advanced level economic development experience or equivalent business or organizational management experience desired.
- C. Thorough knowledge of effective principles, practices, methods, and techniques of local economic development.
- D. Thorough knowledge of business concerns, needs, practices, markets and relocation needs and initiatives.
- E. Ability to establish and maintain effective working relationships with the Board of Directors, local state and federal officials, employees, committees, governmental units, civic groups, and the general public.
- F. Ability to establish and maintain effective working relationships with private sector executives and business representatives for the purposes of completing economic development projects.
- G. Knowledge of the techniques and principals of public relations, external community image building, and marketing.
- H. Thorough knowledge of the community's long-range plans and economic needs.
- I. Thorough knowledge of private sector financing and development incentive strategies.
- J. Extensive knowledge of state and local government operations, including the various legislative processes.
- K. Ability to plan, coordinate, direct, and motivate the work of self and any staff.
- L. Ability to prepare and present effective oral and written reports and recommendations.
- M. Excellent accountability, judgment and decision making ability.
- N. Excellent work history and attendance record required.
- O. Proven relevant results required.