

**COUNTY OF MARLBORO  
JOB POSITION DESCRIPTION**

**JOB TITLE:** Economic Development Director  
Economic Development  
**DEPARTMENT:**

**REPORTS TO:** County Administrator      **FLSA STATUS:** Exempt

**DATE APPROVED:** 07/28/2023      **APPROVED BY:** WAC

**I. PURPOSE / SUMMARY:**

Advance the general welfare of the residents of Marlboro County through programs and activities to develop Marlboro County’s natural resources and economic opportunities pertaining to commerce, agriculture, forestry, transportation, travel and tourism; to cooperate and offer assistance to existing industries and businesses; to promote and encourage the establishing and location of new industries and businesses in Marlboro County; and other matters intended to foster and develop gainful employment and the pursuit of happiness of all who are now or may hereafter be residents of Marlboro County.

**II. ESSENTIAL FUNCTIONS:**

- Investigates and assembles information pertinent to the economic resources and industrial opportunities of the county.
- Encourages location of new industrial enterprises in the county and the expansion of present enterprises.
- Encourages development of recreational areas and tourism in the county, making the public aware of the county’s historical background and progress.
- Disseminates information in the interest of industrial development by publication, advertising and other means.
- Ensures that all economic development programs are properly focused and directed.
- Develops and implements both short and long-range economic development plans and strategies.
- Sets and implements an annual program of action.
- Accept gifts and grants of money from either private or public sources to be used to promote economic development in the County. Provided however, that matching requirements and gifts of real estate must receive prior approval by County Council and all monies shall be accounted for in the same manner as funds appropriated by County Council.
- Cooperates with any federal, state, local agency, board or commission in the furtherance of its purposes.
- Cooperates with any interested private concern, civic organization or subdivision thereof in furtherance of its purposes.
- Presents a Periodic Report to the County Council. It shall include subjects and recommendations for the improvement and advancement of the economic welfare of the citizens of Marlboro County.

**III. SKILLS/EDUCATION/OTHER REQUIREMENTS:**

- 4 year degree in business administration or related field with five years experience in business or government involving business or industry recruitment.
- Thorough knowledge of recruitment principles and practices.
- Ability to effectuate and maintain effective working relationships with city, county, state, and federal officials and businesses and industry representatives.
- Valid SC Drivers License.

**IV. CERTIFICATIONS REQUIRED:**

- Must have completed or complete within scheduled time Economic Development training as recommended by the SC Department of Commerce.

**V. SUPERVISION:**

- Staff

**DISCLAIMER**

This job description indicates the general nature and level of work expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required and the responsibilities of the position may change.