

**COUNTY OF MARLBORO
JOB POSITION DESCRIPTION**

JOB TITLE: Project Manager
DEPARTMENT: Economic Development
REPORTS TO: Economic Development Director **FLSA STATUS:** Salary Exempt
DATE APPROVED: 11/22/2021 **APPROVED BY:** JRM

I. PURPOSE / SUMMARY:

Performs work related efforts to attract new business and investment to the County, assists existing companies with expansion projects, and supports business development to strengthen the County's tax base. Assists other county staff with management of capital projects or other collaborative county projects or initiatives, some of which may not be directly economic development related. With the Economic Developer (County Administrator serves in dual role), provides staff support to the Marlboro County Economic Development Partnership (MCEDP), an advisory board appointed by the elected Marlboro County Council.

II. RESPONSIBILITIES:

1. With the ED, provides timely and effective responses to prospect inquiries to include RFP's, RFI's and providing site/building recommendations. Monitors project status through regular follow-up/contact with prospective business.
2. Manages outreach activities to existing industries and businesses, to include assistance with expansion plans, providing technical assistance, providing programs and seminars, monitoring industry trends.
3. Updates sites, prospect leads and existing industry expansions through our economic development applications.
4. Coordinates requests for assistance with an appropriate response involving state, local, and other resources.
5. Manages working relationships with key personnel at the appropriate Federal, State and Regional agencies. Participates in local, regional, and state economic development activities and events that provide networking opportunities.
6. Establishes and maintains a database of existing Marlboro County industry and businesses.
7. Schedules and conducts visits to Marlboro County businesses to assess business climate issues and concerns.
8. Collaborates with ED and others to develop materials that attract new business and retain existing businesses.
9. Prepares highly technical funding proposals, contracts, and financial reports.
10. Analyzes, interprets and presents findings on complex economic data, environmental documents, design plans, technical studies, leases, agreements, options, deeds, contracts and other data and documents related to economic development projects and programs.

11. Works with other County agencies and departments to resolve concerns and to facilitate county-level efforts leading to business expansion and/or retention opportunities.
12. Participates in local and regional committees and boards addressing business issues and concerns such as workforce development, education and training, and government relations.
13. Assists other county staff with management of capital projects or other collaborative county projects or initiatives, some of which may not be economic development related.
14. Performs other duties or projects as assigned.

All County employees are considered public servants for the citizens of Marlboro County. When requested before, during, or after an emergency event, County employees are expected to work and serve the public in coping with the emergency.

III. SKILLS/EDUCATION/OTHER REQUIREMENTS:

1. Excellent communication skills. Proven ability to work cooperatively, diplomatically, and effectively with advisory boards, citizens, and in community relations capacities.
2. Knowledge of or ability to quickly become proficient in contact management (CRM) software.
3. Demonstrated experience in analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals. Dedicated to continuous improvement. Analyzes and evaluates new service delivery methods, procedures, and techniques.
4. Willingness to work a variable schedule, including weekends and evenings when needed.

Required Education and Experience

- Minimum education requires a bachelor's degree in a related field.
- 4 to 6 years economic development related experience.
- Moderate/expert knowledge of MS Office suite software, particularly Excel.

IV. CERTIFICATIONS REQUIRED:

- Valid driver's license

V. SUPERVISION:

- As assigned.

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.