



Job/Position Description
Assistant Director

Job Summary:

Under direction of the LCDC Executive Director, the Assistant Director will assist in the planning and implementation of LCDC's economic development program. Such professional planning and coordination are related to business retention, expansion and location of industrial, manufacturing, distribution and regional/national service clients in Leavenworth County. The Assistant Director also assists the Executive Director in the development of marketing strategies that work to promote Leavenworth County as a business location as well as other activities, including economic market research, membership outreach and communications.

Primary Job Responsibilities:

Participates in economic development activities to retain, attract and grow business and industry in Leavenworth County. Manages activities of the business retention and expansion program. Researches economic market information and available commercial/industrial property and maintain databases. Assists in the development of marketing materials for clients. Coordinates workforce development initiatives among area stakeholders. Develop and maintain relationships with stakeholders, communities and partner development organizations to stay current on industry and community needs. Provides communication to the organization's membership and assists in the recruitment of new members. Lead and participate in project teams consisting of staff and others in the government and private sectors, working to expedite projects and initiatives. Perform other duties as assigned.

Specific Job Functions/Duties:

A) Business Retention and Expansion

- Meet with existing businesses through a routine schedule of visits to identify needs and provide appropriate assistance in order to facilitate the retention and/or expansion of the businesses.
- Consult with existing businesses on programs to make and keep them more profitable.
- Assist companies in the writing of grants and applications for state and local business programs.
- Assist in the maintenance of a network of public and private contacts through which expansion/attraction opportunities can be developed.

B) Research

- Maintain and update information on the LCDC website.
- Maintain Leavenworth County building, sites and demographic information on Location One real estate database.
- Develop and maintain additional information about the county for use in business recruitment, retention and expansion, including but not limited to: utility rates, labor costs, transportation costs, land use, tax rates, etc.

C) Business Recruitment Support

- Assist the Executive Director in preparing proposals designed to recruit businesses and investment.
- Assist with the development of marketing strategies that promote Leavenworth County as a business location.

D) Communications

- Assist the Executive Director as a liaison to local governments, chambers of commerce, Kansas Department of Commerce, Kansas City Area Development Council, private sector organizations and other development groups.

E) Membership

- Assist with the development, design and implementation of the organization's membership recruitment program.
- Assist with coordination and implementation of programs focused on drawing attention to member businesses and their needs.
- Provide staff support to LCDC committees involved in membership issues and events.

Qualifications:

Education –

The Assistant Director position requires any combination of education and experience (i.e. work with an EDC, chamber, municipality, utility, or other economic development entity) which demonstrates a possession of competency/knowledge related to ED subject matter and/or a Bachelor's Degree in economics, business, finance, real estate, marketing, property management, public administration or a related field are preferred.

Additional consideration will be given to candidates who have completed Basic Economic Development Course, Economic Development Institute (EDI) continuing education courses or International Economic Development Council (IEDC) educational programming for economic development employees.

Knowledge, Skills and Abilities –

Demonstrate the ability to:

- write clear, concise reports/proposals, exercise good judgment and tact, reason and ability to learn new techniques and equipment
- follow oral and written instruction as provided by the Executive Director and/or Executive Committee.
- collect, assemble, analyze, interpret and apply data to various economic development and redevelopment projects.
- prepare statistical and technical reports, maps, charts and other graphic material useful in promoting the organization.

Knowledge of:

- business assistance, attraction, retention and expansion programs
- statistical research techniques and procedures
- current trends in economic development including financing tools and packages to implement revitalization programs.
- principles and practices of governmental planning, zoning, economic development and redevelopment.
- communication techniques for gathering, evaluating and conveying information.
- use of various computer applications including Word, Excel and other desktop publishing/graphics

Working Environment:

General Comments -

Regular office hours are Monday – Friday, from 8:00 a.m. – 5:00 p.m. Due to the nature of the position, flexible scheduling is available upon approval by the Executive Director. This position is salaried and exempt from any overtime benefits.

Special Conditions –

Due to the nature of the position, the Assistant Director may be required to travel or attend meetings outside the regular business hours as noted above.

Other requirements:

- valid driver's license
- reliable personal transportation
- tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 lbs.)

Summary Statement:

The Assistant Director shall perform the functions as noted in this Job/Position Description with the understanding that upon direction from the Executive Director/LCDC Executive Board some duties/functions may be altered to meet the overall needs of the organization.