

Economic Development Director for Garnett/Anderson County

Job Summary:

A full-time position for the City of Garnett, Kansas with the primary responsibility for planning, directing, managing and overseeing economic development activities for Anderson County that will promote economic growth through expansion of existing and new business and industry. The Director shall manage and coordinate resources. The Director shall coordinate strategic planning to establish goals and objectives and the methods to be used to achieve their implementation.

Essential Functions:

1. Support Existing Business
2. Support New Business
3. Promote Anderson County and the City of Garnett
4. Support Communities

Administrative and Responsibilities

- Assist in the development, implementation and periodic review of a comprehensive economic development strategic plan for the County
- Be a conduit for information, resources, and education
- Write grant and/or loan applications to state and federal agencies and private foundations
- Maintain an economic development database including information on available buildings, sites, utilities infrastructure, labor availability, etc.
- Manage budget resources and coordinate and prepare financial, technical and budget reports
- Submit a detailed annual budget to the ACDA for consideration
- Provide reporting and tracking of activities consisting of the following:
 - Provide monthly electronic fiscal and activity reports to the County and City Commissions and ACDA
 - Provide quarterly verbal report to the County and City Commissions including financial and activity summaries
- Meet regularly with the ACDA
- Attend professional conferences and seminars to gain additional education and expertise in the field of economic development
- Develop relationships with federal, state, and local resource organizations

Education and Knowledge

- A post-secondary degree is preferred but not required
- Knowledge and experience in the following areas is preferred:
 - Planning/Community Development
 - Small Business Development
 - Grant Writing/Revenue Resources
 - Land Usage Planning
- Must have specific knowledge in administrative management principles and practices regarding economic development work

- Be knowledgeable about local, state and federal resources and key contacts within resource organizations

Skills and Abilities

- A valid driver's license
- Necessary computer skills
- Effective interpersonal and presentation skills
- The ability to read and understand State statutory, regulatory, and program documents
- Social media/Public relations skills
- Effective oral and written communication skills
- The ability to work independently and exercise good, independent judgement
- A friendly, outgoing personality and possess a neat, professional appearance

Compensation/Benefits

Compensation is dependent upon qualifications and experience. Benefits offered include group health, dental and vision insurance, life insurance, other optional insurance coverage, vacation and sick leave, paid holidays, and Kansas Public Employees Retirement (KPERs).

Submissions

Application and/or résumé must be submitted through www.HRePartners.com, in person, mail, or email to Garnett City Hall no later than July 17, 2018.

Garnett City Hall
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Website: www.simplygarnett.com