

Taney County Commission is now accepting applications for the following job. The deadline is October 29<sup>th</sup> at 5:00 p.m. Resume's may be mailed to P.O. Box 1086, Forsyth, Missouri, 65653, emailed to [commission@co.taney.mo.us](mailto:commission@co.taney.mo.us) or dropped off at the Commission Office, 132 David Street, Forsyth, MO.

**POSITION: Economic Development Executive Director**

**REPORTS TO:** Taney County Missouri, Commission

**GENERAL FUNCTIONS:** The Executive Director seeks to increase the economic base of Taney County by expansion of existing business and industry and attraction of new business and industry.

**Scope:** He/she is responsible to the Taney County Commission for the full range of activities: coordination of the business plan; organizational structure and procedures; income and expenditures and long-range planning.

**DUTIES AND RESPONSIBILITIES: Includes but not limited to the following:**

1. Business Plan - through the proper process, he/she is responsible for identification of the organizations and community needs and for the preparation of a business plan designed to meet these needs. This involves a constant evaluation of the program, with recommendations for change as needed, and a system of measuring progress toward attainment of program and organization goals.
2. Organization Structure and Procedures - The Executive Director must pay constant attention to the internal structure of the organization to ensure it is effectively geared to function with maximum efficiency in the anticipation, identification and solution of organization/community problems. He/she will recommend to the Board such changes in structure and procedures as are needed.
3. Income and Expenses - The Executive Director is responsible for developing the budget and relating budget to program goals. As approved by the Board, the Executive Director is responsible for all expenditures within the framework of the budget. He/she will prepare monthly financial statements of income and expenses. He/she will ensure that financial records for the IDA are audited annually. He/she will seek maximum staff efficiency in all financial procedures.
4. Long-Range Planning - Under the direction of a constantly-evolving Board of Directors and an annually changing roster of officers, the Executive Director is responsible for maintaining continuity and consistency in programming. Based on proper research of community needs, the Executive Director must anticipate emerging and long-range problems and recommend solutions/programming to meet such problems.
5. With the Taney County Commission - The Executive Director must earn and maintain the respect and confidence of the Board, individually and collectively. The Executive Director is responsible for preparing an agenda, maintaining Board minutes and records, carrying out plans and programs of the Board in accordance with established policies, initiating programs for consideration by the Board, and advising the Board on all matters under consideration.
6. With the community - Through personal contacts with key community leaders, the Executive Director helps shape the community. He/she is frequently called upon to relate IDA activities to the activities of all other groups in improvement of the commercial, industrial and civic life of the community. The

Executive Director represents the IDA in meetings of local, state and national organizations. He/she must constantly strive to develop a better public understanding of the purpose and functions of the organization.

7. Economic Development –

- a. Increase the economic base of Taney County by procurement of new business and industry.
- b. Develop and implement a tracking system of all prospects/suspects that would facilitate a consistent follow-up schedule.
- c. Contact, by whatever means appropriate, any prospects/suspects to determine how Taney County fits into their future plans.
- d. Supervise the development and distribution of demographic and economic data to potential new business and industry, as well as the organization's various internal audiences.
- e. Represent the IDA of various committees and boards as needed.
- f. Develop and implement marketing activities that would best utilize available resources, track results of all efforts to analyze their effectiveness.
- g. Receive all inquiries related to new business or industrial development and make timely, personal contact.
- h. Regular communication and interaction with community governmental and volunteer leadership to identify and assist in resolving specific community and/or economic development issues or challenges;

**OTHER:**

- Perform other duties and responsibilities as assigned by the Taney County Commission.

**CRITERIA/SKILLS REQUIRED:**

- College degree
- Previous economic development experience
- Strong marketing and communications skills
- Ability to work with diverse groups and build coalitions
- Prefer Certified Economic Developer

**SALARY:**

\$45,000 - \$60,000 DOE/DOQ

**EOE**