Job Title: Executive Director, Economic Development Program  
Job Code: 11214

JOB SUMMARY

The Executive Director, Economic Development Program is responsible for planning and organizing the operation of the Economic Development Program.

MAJOR DUTIES

- Plans and organizes the daily operation of the department to include some or all of the following: evening course work, continuing education, off campus activities, industrial projects, customized training and other adult education;
- Ensures compliance with institutional accreditation criteria;
- Manages and oversees financial/budget operations of the department;
- Monitors the activities of personnel to ensure compliance with TCSG policy manual and department procedures;
- Develops and/or assists with the development of policies and procedures and recommends changes to effectively meet the goals and requirements of the program;
- Maintains knowledge of assigned program area and gives updates to management on services, operations, and projects;
- Conducts regular evaluation of services provided and makes adjustments as needed;
- Maintains up-to-date with policies, procedures, and state or federal laws that may impact department initiatives;
- Assists community leaders with the recruitment of new businesses and the expansion of existing businesses within the service area;
- Conducts industry job/training analysis;
- Conducts presentations and briefings. Participates in community events promoting the college and related programs;
- Plans and designs performance based training for business and industry as well as Quick Start project companies;
- Provides Retraining Tax Credit assistance and approvals for companies per Georgia Department of Revenue requirements;
- Manages conference center personnel, facilities and equipment. Administers and promotes use and rental of the center to individuals, business and community organizations;
- Participates in the strategic planning process of the technical college;
- Promotes, develops and provides instruction and administers adult staff development and pre-employment training programs in a technical college or industrial setting;
- Develops and implements an education plan to ensure staff, space and material area adequate to comply with federal and state guidelines. Requests funds and approves expenditure of funds for economic development staff development efforts.
COMPETENCIES

- Ability to produce and conduct presentations in large or small group settings
- Knowledge of industry operations, adult learning concepts, vision and mission of the college, strategic plan and goals
- Knowledge of TCSG policies and procedures
- Knowledge of fiscal and budget processes, personnel and project management concepts
- Ability to evaluate staff strengths and capabilities and provide coaching for performance
- Organizational skills
- Critical thinking and analysis skills
- Skill in interpersonal relations and in dealing with the public
- Oral and written communication skills
- Skill in the operation of computers and job related software programs
- Skill in interpersonal relations and in dealing with the public

MINIMUM QUALIFICATIONS

- Bachelor’s degree in a related field *and* Five (5) years of work experience in Economic Development areas
- Experience using MicroSoft Office programs
- Economic Development Trainer Certification.

PREFERRED QUALIFICATIONS

Preferred qualifications may vary from location to location.