

JOB DESCRIPTION AND APPLICATION INSTRUCTIONS

Leake County Development Association

Job Title: Executive Director

Reports to: Board of Directors

JOB SUMMARY

The Executive Director serves as the champion for businesses wishing to open, expand, or relocate in/to Leake County. This position will coordinate workforce development initiatives with existing industries, educational institutions, state government and other key partners. The Director will work with all partners on community development projects.

The Executive Director is responsible for the overall administration and management of the Leake County Development Association (LCDA) in pursuit of the LCDA's mission, goals, and objectives as established by the Board of Directors. This includes the following: maintaining accurate fiscal accountability; ensuring compliance with all applicable laws, regulations, funding requirements, policies and procedures; developing resources to carry out the work of the Leake County Development Association; and representing the Leake County Development Association effectively to the public, funding sources, and other key constituencies.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Administration

- 1) Administer programs and services of the Leake County Development Association in accordance with the annual work plan and policies established by the Board.
- 2) Provide administrative support, information and reports to the Board and its committees to facilitate effective Board action. This includes but is not limited to the development of meeting agendas, distribution of board meeting notices, preparation and maintenance of board minutes and performance of follow-up actions related to board meetings.
- 3) Coordinate orientation and training activities for the Board and elected officials.
- 4) Maintain all appropriate websites. The websites include but are not limited to Mississippi Development Authority's Location One, Entergy's property database, TVA's property database, and the Leake County Development Association web site.

Financial Management

- 1) Perform accounting duties of the Leake County Development Association. Duties include but are not limited to bank deposits, payment of bills and maintenance of investments.
- 2) Coordinate annual audit activities.
- 3) Review all expenditures to ensure that all purchases are made in accordance with approved policies and procedures.

Resource Development

- 1) Oversee all resource developments of the Leake County Development Association, including grant applications, contract proposals and other fund raising activities.
- 2) Make and maintain contact with current and potential funding sources and donors.

Public Relations

- 1) Represent the Leake County Development Association as its chief spokesperson.
- 2) Coordinate with other organizations and agencies as appropriate.
- 3) Develop and maintain a positive working relationship with elected officials, school systems and other key partners.
- 4) Represent the Leake County Development Association at meetings and functions, including events held outside of the 8:00 am - 5:00 pm working hours.

Other Duties

- 1) Manage and oversee the Leake County Business Park. Duties include but are not limited to landscape management, master plan implementation and signage maintenance.
- 2) Conduct tours of available properties for prospective occupants.
- 3) Coordinate activities that support existing business and industry, including but not limited to making personal visits, hosting appreciation events, and facilitating fulfillment of needs.
- 4) Complete requests for information (RFIs) in a timely and accurate manner.
- 5) Work with the Leake County Board of Supervisors, Municipalities, and all educational institutions within the County and other agencies to develop projects, grant applications, meeting grant requirements and other activities that will help with development of Leake County.
- 6) Perform other duties as deemed appropriate by the Board of Directors of the Leake County Development Association.

QUALIFICATIONS

The requirements listed below are representative of the knowledge, skills and or ability required. Reasonable accommodations may be made to enable an employee with a disability to perform the essential functions.

Education

- A Bachelor's degree in Business Administration, Economic, Finance, Accounting, or related field
OR;
Five years experience in economic or community development, project development, or as a business finance officer, or other related professional experience;
OR
Any combination of experience and education deemed acceptable for satisfactory job performance to the appointing authority.

Time Management Skills

- Meet or exceed deadlines and time lines.
- Self-motivated and driven.

Language, Reasoning and Leadership Skills

- Ability to effectively write reports, create presentations and correspondence;
- Ability effectively to read, analyze and interpret business articles, professional journals, and government regulations.
- Ability to speak effectively to a group, board members and the general public.
- Ability to define problems, collect data, establish facts, draw conclusions, and take appropriate action.
- Able to read financial statements.
- Develop and manage partnership with diverse stakeholders.
- Ensure communication vehicles are developed and effectively utilized (annual reports, final programmatic reports, website, social media, e-newsletters, etc.).

Mathematical Skills

- Ability to add, subtract, multiply, and divide using whole numbers, fractions, percentages and rates.
- Ability to draw and interpret bar graphs, pie charts, etc.
- Able to create and work within a budget.

Technology Skills

- Ability to maximize use of the computer. Expertise with the Microsoft Office Suite, Jobs EQ and other programs.

Physical Demands of the Job

While performing the duties of this job, the employee frequently is required to stand, walk, use hands, and fingers to handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or bend; and talk or hear. The employee occasionally must lift and move up to 50 pounds.

Work Environment

While performing the duties of this job, the employee occasionally is exposed to wet or humid conditions, extreme cold or heat and general outside weather conditions. The noise level in the work environment is moderate.

Licensing and Certification Requirements

Current, valid Mississippi driver's license.

National Career Readiness Certificate

APPLICATION INSTRUCTIONS

To be considered for the Executive Director position please submit the following:

- _____ Resume
- _____ (3) References with contact information
- _____ Salary Requirements
- _____ A cover Letter
- _____ Have taken the ACT WorkKeys Assessment (available at East Central Community College)
Include a copy of your completed NCRC certificate.

Send the requested information to:

Leake County Development Association
C/o Executive Director Search
lcdaexecutivesearch@outlook.com

ADDITIONAL INFORMATION

Prior to employment, you will need to pass a drug test, criminal background check and credit check.

The Executive Director will be employed by Leake County, Mississippi. Benefits will include:

- State Retirement
- Paid Holidays, Vacation, Sick Leave
- Healthcare
- Life Insurance
- Cell Phone Allowance

Leake County is an equal opportunity employer and assures equal employment opportunities to all persons in compliance with state and federal law. To implement the County's equal employment policy and to assure non-discriminatory personnel administration, Leake County promotes non discriminatory practices and procedures in all phases of personnel administration and prohibits any form of unlawful discrimination. Equal employment opportunity can only be attained through commitment to complying with all applicable laws affording equal employment opportunities to individuals. Accordingly, it is imperative that County Departments make all personnel decisions in accordance with County policies, practices, and procedures. Equal employment opportunity does not guarantee an employee any rights not otherwise provided by law.