



County of Hyde

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| Job Title: | Planning and Economic Development Director | Job Category: | Administrative |
| Department/Group: | Office of Planning & Economic Development | Job Code/ Req#: | 73 |
| Location: | Hyde County | Travel Required: | Yes |
| Level/Salary Range: | | Position Type: | Full Time |
| HR Contact: | Tammy Blake | Date posted: | 6-14-12 |
| Will Train Applicant(s): | N/A | Posting Expires: | 6-25-12 |
| External posting URL: | | | |
| Internal posting URL: | www.hydecountync.gov | | |
| Applications Accepted By: | | | |
| Fax or E-mail: (252) 926-3701 or tblake@hydecountync.gov Subject Line: Attention: Tammy Blake | | Mail: Tammy Blake Hyde County Government Human Resources P.O. Box 188 Swan Quarter, NC 27885 | |
| Job Description | | | |
| Description of Work: <ul style="list-style-type: none"> • The position administers the systems and processes for planning and code enforcement services to provide coordinated guidance and regulation of the growth and development of the County. Work involves short and long range planning for policies, ordinances and comprehensive land use plans. • Responsible for reviewing development proposals; assisting with permitting; interpretation of ordinances, policies and plans; and working with GIS Coordinator to maintain and update planning layers to the County's GIS Systems. The position requires and involves considerable public contact. • Performs promotional and consultative work in developing and directing an economic development program for the County. Responsible for consulting with local officials, community leaders and business executives for the purpose of promoting the business and industrial growth through expansion and retention of existing commercial bases, and attraction of new business into the County. • Seeks, applies for and administrators state, federal and foundational grants. • Serves as Project Manager for grant funded public facilities and infrastructure construction. Accomplishes project objectives by planning, implementing and evaluating special project activities. Prepares contracts; performs procurement as dictated by federal, state and local guidelines; and negotiates revisions, changes and additions to contractual agreements with architects, consultants, clients, suppliers and subcontractors. • Plans, organizes and manages the operations of the department. Develops and recommends annual budget for the department; monitors and approves expenditures. • Work requires considerable planning and timely execution of work. Decisions must be made quickly with accuracy when dealing with the industrial management teams. Employee must exercise independent judgment and simultaneously must consider financial socio-economic, legal, and regulatory variables as they affect the County. | | | |

Hyde County is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services.



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- Work is performed under the general direction of the County Manager and is evaluated through a performance evaluation process.
- Planning and Code Enforcement duties include, but are not limited to: attending various board meetings as a representative of the County; responding to questions, concerns, and requests for information from citizens and employees; prepares a variety of planning related reports and records and files with appropriate government agencies, boards or commissions; analyzes County planning needs, problems, programs, services and requests for assistance; recommends priorities; conducts studies, recommends and continually updates comprehensive land use plan; develops and/or supervises the review and drafting or revision of planning and zoning ordinances, policies and procedures. Works with Department of Transportation for road and highway improvements and participates in all long range transportation planning.
- Administration and enforcement of the County's development ordinances including but not limited to: Subdivision Ordinance, Ocracoke Development Ordinance, and Floodplain Ordinances. Serves as a Subdivision Officer and Plat Review Officer.
- Staff support to governing and advisory boards, including the Board of County Commissioners, Sanitary District Boards, Soil and Water Conservation Boards, Drainage District Boards and other governing and advisory boards whose focus is on physical land use, public facilities and public infrastructure.
- Provide management and leadership in the creation and implementation of economic development strategies to increase the jobs and the tax base of Hyde County.
- Development of data, statistics, and publications which portray the economic potential of the county; identification of prospective industries and assistance to prospective industries wishing to locate in the county; and maintaining proper records, reports and public information for the program.
- Serves as the initial contact for potential industries and businesses considering new location or expansion; shows sites and arranges meetings with local officials; researches land and coordinates contacts for the property; serves as liaison during plant or facility construction; investigates labor supply, utilities, and works with various groups to ensure the availability of an adequate, well trained workforce for industrial concerns. Maintains contact with state industrial developers, community leaders, and representatives of businesses and industry.
- Keeps current records on sites and buildings, and reports changes to the State industrial developers; keeps files and statistics on labor wages, demographics, economic base, maps profiles, utilities, retail sales, and building permits.
- Coordinates efforts with a wide variety of local, regional and state groups such as Regional Partnership officials, NC Department of Commerce; Northeast Economic Developers, NCEDA, and others.
- Coordinates the development of marketing tools for the economic development of the County including brochures, flyers, open houses, web based materials, and press releases.
- Oversees the administration of County Revolving Loan Fund.
- Coordinates, plans, manages and oversees the county's economic, social and physical growth, promotes economic opportunity, and supervises the development of infrastructure by assisting both public and private developers.
- Actively seeks grants and funding sources to support infrastructure improvements and other community projects and needs utilizing funds from Community Development Block Grants, Rural Development Administration, NC Rural Economic Development Center Grants, USDA, Golden Leaf, Parks and Recreational Trust Fund, Clean Water Management Trust Fund and other sources.
- Prepares grant applications including narrative descriptions, work plans and detailed multi-year budgets, assists as a County Liaison for the Community Development Block Grant Programs, administers various state, federal and foundations grants by working with the County Finance Department to draw-down

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grant funds and to meet reporting requirements.

- Manages awarded grants and completes all necessary reporting as dictated by the funder. Formally procures and contracts for grant procurement and administration when not administered in house. Actively seeks grant administration funding to offset administrative expenses when administered in house.
- Responsible for overall project planning and scheduling, resource allocation, project accounting, and control, while providing technical direction and ensuring compliance with quality standards. Is responsible for proper administration of construction contracts and for obtaining all necessary permits and licenses.
- Oversee the municipal construction projects from start to finish; perform a key role in project planning, budgeting, and identification of resources needed; project accounting functions including managing the budget, tracking expenses and minimizing exposure and risk in the project; ensure that construction activities move according to predetermined schedule.
- Communicate effectively with the contractors responsible for completing various phases of the project; co-ordinate the efforts of all parties involved in the project, which include the architects, consultants, contractors, sub-contractors and laborers; monitor the progress of the construction activities on a regular basis and hold regular status meetings with all the sub-teams.
- Maintain strict adherence to the budgetary guidelines, quality and safety standards; periodic inspection of construction sites; ensure project documents are complete; identify the elements of project design and construction likely to give rise to disputes and claims; serves as a key link with the County Manager; presents project status to County Manager, Board of Commissioners and public; reviews the deliverable prepared before passing onto Hyde County.

Skills/Qualifications:

- Ability to perform complex and professional planning work directing the administration of the County's physical land use planning. Knowledge of principles and practices of rural planning.
- Thorough knowledge of principles, practices and processes involved in economic development.
- Thorough knowledge of the principles of management, business, their organization procedures, and financing.
- Considerable knowledge of grant development and administration and grant sources.
- Considerable knowledge of economic, social and technological resources available in the economic development field.
- Considerable knowledge of the local, regional state and federal resources and agencies available to assist with various economic development activities.
- Considerable knowledge of the application of information technology to the development of information and to the recruitment and retention of economic capital.
- Considerable knowledge of marketing principles and practices.
- Skills in data collection and analysis, and establishment of data bases about pertinent County statistics and demographics.
- Ability to plan, organize and effectively develop industrial leads for the County including building consensus among diverse groups.
- Ability to communicate effectively in oral and written forms.
- Ability to establish and maintain effective working relationships with industry and business executives and owners or representatives, public officials at the local, state and federal levels, contractors, community leaders and organizations, other department heads, superiors and employees. Ability to analyze situations accurately and make correct recommendations for each industrial contact.

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- Must be able to physically perform the basic life operational functions of stooping, kneeling crouching, reaching, standing, walking, lifting, fingering, grasping, talking, and hearing. Must be able to perform sedentary work exerting up to 10 pounds of force frequently or constantly to move objects.
- Must possess the visual acuity to prepare and analyze data, examine and work with maps, charts and detailed materials, operate a computer, inspect sites, use measuring devises, figure computations, and read extensively.

Desired Education and Experience:

Master's degree from an accredited college or university with a degree in business, planning, economics or related field supplemented by training in land use planning and/or economic development and considerable related professional experience; or an equivalent combination of education and experience; or graduation from a four year college or university with a degree in business, planning, economics or related field supplemented by training in land use planning and/or economic development and considerable related professional experience; or an equivalent combination of education and experience.

Application Process:

Hyde County applications can be obtained at the Human Resources office during regular business hours at the address listed above or at: www.hydecountync.gov.