

## **Industrial Development Board of Lawrence County**

### **Job Description**

**Title:** Executive Director

**Job Summary:** Chief executive officer of the Industrial Development Board.

**Duties:**

Plan, organize, implement, administer, direct and evaluate the economic activities for Lawrence County.

Develop and implement strategies for attracting companies to locate industrial, distribution, service or retail businesses in Lawrence.

Work with other entities, including city, county, state and area governments, service organizations, the county legislative delegation, other economic development agencies and chambers of commerce to help accomplish the Industrial Development Board's goals.

Lead in the preparation of responses to inquiries from prospective businesses, determine the suitability of prospects and negotiate on behalf of the IDB with the goal of enabling suitable industries to locate in Lawrence County.

Assist existing local industry by providing resources to foster expansions.

Prepare or oversee the preparation of all promotional materials and all the data required for presentations to prospects.

Maintain confidentiality of clients and projects as required and to the extent allowed by law.

Prepare and implement marketing programs for the county.

Prepare or oversee the preparation of plans, designs and specifications of industrial parks, sites and buildings.

Prepare and coordinate grant applications.

Keep abreast of governmental legislation pertinent to economic development matters.

Provide information about economic activities and about the efforts of the Industrial Development Board to the press, community groups and other constituencies through interviews, press releases and speaking engagements.

Counsel the board in the interpretation of contract agreements and serve as liaison between board and clients.

Manage and maintain supervision of properties of the Industrial Development Board including management and implementation of all contracts related to Industrial Development Board properties and facilities.

Exercise sound and independent judgment with direction and guidance of the board.

Prepare and present an annual budget to the board and manage the approved budget.

Provide detailed financial reports to the board on a regular basis and provide for the maintenance of supporting documentation for receipts and expenditures.

Oversee the administration of the Industrial Development Office and staff, which includes administrative operations such as hiring, training, and supervising personnel.

Participate in community civic and service organizations.

Work with the local school system and with area community colleges, technical schools and job training organizations on issues related to workforce development.

Must be willing to relocate to Lawrence County.

***Send resumes to [search@lawrenceidb.com](mailto:search@lawrenceidb.com).***

***Resumes must be received by December 5, 2011.***