

**ASSOCIATE EXECUTIVE DIRECTOR**  
**Status: Exempt**

**FLSA**

**GENERAL DEFINITION OF WORK:**

Serves as Associate Executive Director assisting with the day-to-day operations of the Berkeley County Economic Development Office (BCDA). Assists in the management of economic development activities, including planning, coordinating, marketing and implementing business development projects, research and all necessary supporting activities. Works closely with other constitutionally elected officials.

**ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

1. Meets with, advises and receives direction from the Development Authority Executive Director.
2. Responds to and carries out directives of the Executive Director.
3. In the absence of the Executive Director, is responsible for the operations of the Development Authority.
4. Participates in preparing fiscal year budgets.
5. Assists the Executive Director in evaluating and completing performance management reports on applicable subordinates.
6. Develops policies, directives, resolutions and ordinances in draft and/or final form.
7. Responds to telephone calls, emails, and office visits from the public and prospective/existing businesses.
8. Attends Development Authority meetings and events, as-well-as other meetings as assigned.
9. Performs related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

1. Work requires the ability to read, write, and comprehend complex legal documents, development agreements and contracts, executive business letters and communications, development-related documents, master plan design guidelines, construction site plans, budget documents, marketing documents, journals, newspapers and technical reports, strategic or operational plans.
2. Work requires public and persuasive speaking skills in settings that include the Berkeley County Council, the City of Martinsburg, general public, organizations, associations and other audiences.
3. Work requires managing, monitoring and supervising work performance of BCDA staff including evaluating program/work objectives and effectiveness, and establishing broad organizational goals.

**EDUCATION AND EXPERIENCE:**

1. Any combination of education and experience equivalent to a Bachelor's degree from an accredited college in Economics, Geography, Marketing, Urban Planning, Business or Public Administration, or closely related field;
2. Two to four years' experience in economic development.
3. Strong Real Estate background and experience is preferred, but not required.

**PHYSICAL REQUIREMENTS:**

This is primarily sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires reaching, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is

required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

**SPECIAL REQUIREMENTS:**

A valid driver's license is required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

This position is salaried and exempt. The compensation is dependent on experience and subject to Board of Director approval. The benefit package includes medical, dental, and vision insurance as well as life insurance and retirement contributions. Aside from the daily work commute, additional travel, if required, is reimbursed at the federal mileage rate. Holidays are paid and annual and sick leave is accrued on a monthly basis.

To apply for this position, please email your resume and two professional references to [shamilton@developmentauthority.com](mailto:shamilton@developmentauthority.com) by the close of business on Friday, March 5, 2021.

The Berkeley County Development Authority is an equal opportunity employer.