

ANNUAL BUDGET ESTIMATE - EXPENDITURE
Amended - 2018-2019

PIKE COUNTY BOARD OF COMMISSIONERS
FY 2018-2019

Account	2016 - 2017	2017 - 2018	6/30/2018	2017 - 2018		2018 - 2019		
	Actual (\$)	Budget (\$)	Actual (\$)	Estimate	%Remaining	Requested	Recommended	Approved
Fund: 100 General Fund								
Department: 77 Economic Development								
100-77-7000-512100-000						15,114.00	15,114.00	
Group Insurance								
100-77-7510-511100-000			10,000.00			41,911.00	41,911.00	
Regular Employees								
100-77-7510-512200-000			704.00			3,207.00	3,207.00	
Fica & Medicare								
100-77-7510-512400-000						420.00	420.00	
Deferred Compensation								
100-77-7510-522200-000						500.00	500.00	
Repairs & Maintenance								
100-77-7510-523200-000						1,000.00	1,000.00	
Communications								
100-77-7510-523300-000						2,000.00	2,000.00	
Advertising & Marketing								
100-77-7510-523500-000						4,000.00	4,000.00	
Travel								
100-77-7510-523700-000						2,500.00	2,500.00	
Training / Registration								
100-77-7510-523850-000						300.00	300.00	
Contract Services								

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	Actual (\$)	Budget (\$)	Actual (\$)	Estimate	%Remaining	Requested	Recommended	Approved
100-77-7510-523900-000 Postage						100.00	100.00	
100-77-7510-523902-000 Business Development						2,000.00	2,000.00	
100-77-7510-531100-000 Supplies						1,500.00	1,500.00	
100-77-7510-531270-000 Gas / Diesel						1,000.00	1,000.00	
Total			\$10,704.00			\$75,552.00	\$75,552.00	\$75,552.00
Report Total Expenditure			\$10,704.00			\$75,552.00	\$75,552.00	\$75,552.00

Pike County Board of Commissioners

Position: Economic Development Executive Director and Governmental Affairs Liaison

Position Description and Summary: This is a professional leadership position that requires an energetic, proactive, and sales-oriented individual to play a key role in the economic development efforts of Pike County. A qualified candidate must possess unquestionable integrity and ethical standards and be personable, friendly, and outgoing. The individual engages in local government issues involving administration, project management, and developing innovative solutions that promote the interests and goals set forth by the County for creating opportunities of commercial, retail, and industrial growth. Duties include coordination and implementation of planning, redevelopment, and economic development-related activities for local government, including budgeting, purchasing, and grant writing. Acts as the Primary Records Custodian for the Development Authority of Pike County as outlined by the Georgia Open Records Act and is responsible for the management of activities and general administration of the Authority in all areas that are not within the province of elected county officials. Performs expected duties and meets all obligations expected of a department head within the County. This executive management position plans, organizes, and implements an economic development program to promote growth and development of the County's economic base, assists in the retention and expansion of existing businesses, and vigorously seeks out new business opportunities partnerships.

Reporting Relationship: This position reports directly to the County Manager and will serve at will to work closely with the Pike County Board of Commissioners and The Development Authority of Pike County to promote business and economic development interests within the County. Work may be assigned in terms of general instructions by any of the aforementioned, with the County Manager overseeing the completion, compliance, accuracy, and nature of propriety of the final results.

Primary Responsibilities and Key Expectations:

- Serves as the lead community salesperson to prospective businesses and continuously markets the community's assets in order to sustain and expand industry and economic growth.
- Forms relationships with the Georgia Department of Economic Development, site location consultants, state project managers, regional partners, utility providers, and site selectors in an effort to market community assets and attract new business interests to the area.
- Educates our public on the role of economic development in creating jobs and investment in our community (present to civic clubs, council/commission meetings, and newspaper articles).
- Provides assistance in the development of short and long term economic developmental plans.
- Prepares and maintains information on utilities, taxes, zoning, transportation objectives, community services, financing tools, and incentives in response to requests of information for economic development purposes.
- Networks with Executive Directors and partners in other communities to stay abreast of success stories and benchmark our efforts.
- Promotes workforce development and employment by collaborating with the Pike County Board of Education, Georgia Military College, Griffin Region College and Career Academy, the University System of Georgia, the Technical College System of Georgia, the Georgia Department of Labor, and any regional workforce and labor agencies that support the initiatives of a healthy labor market within the community.
- Participates on a variety of boards and commissions, attend and participates in professional group meetings, stays abreast of new trends, keenly understands the competitive environment and ensures that Pike County is well positioned, well marketed, and successfully attracting new business and industries.

Major Duties:

- Directs and coordinates all economic development recruitment and retention initiatives of commercial and retail activities within the county.
- Serves as the County's economic development and governmental affairs liaison as a resource for building and maintaining effective relationships with the business community, developers, property owners, realtors, advisory groups, community organizations, government entities, and citizens.
- Assists in areas of infrastructure enhancement opportunities, community planning, economic development, transportation objectives, and grant preparation and administration
- Reviews and interprets local, state, and federal regulations, ensuring the County is compliant with legal and programmatic requirements.

- Markets available land/buildings in order to attract new industry to the community.
- Coordinates and develops marketing tools, i.e., brochures, profiles, videos, and informational data for use in the recruitment and retention of new and existing businesses.
- Provides professional economic development advice, assists in the application and permitting process, and serves as an advocate for economic development in line with the goals established by the County.
- Achieves success by encouraging cooperation and effective collaboration with a united front of community, business, and government involvement.
- Manages the property portfolio of the Authority in accordance with the plans and strategies outlined.
- Prepares presentations, provides leadership, and take a hands-on approach to mobilize and accelerate the specific initiatives needed to increase and maintain a competitive business environment.

Essential Candidate Qualifications and Knowledge:

- Knowledge of local economic development procedures, activities, strategies, and organizational structures.
- Knowledge of local, state, and federal government grants and development programs
- Knowledge of zoning and infrastructure, and planning programs processes.
- Knowledge of contracts, proposals and applications, and other documents required for necessary business and community development and services.
- Knowledge of conflict management and resolution.
- Knowledge of the budgeting process, oversight of expenditures, and strategic fiscal management/planning.

Preferred Education and Experience:

- Bachelor's degree in Economic Development, Business, Economics, Marketing, Public Administration, or related field from an accredited college or university. Work experience in economic development and other professional certifications may be considered in lieu of education requirements.
- Demonstrated experience successfully completing time-sensitive and/or high profile projects through collaboration, consensus, creativity, and confidentiality.
- Willingness to pursue industry certifications and to attend events, conferences, or training programs that will enhance knowledge and effectiveness of the position.

Ability and Skills Required by the Position:

- Ability to envision and communicate a compelling vision and strategic plan for Pike County that generates broad support.
- Ability to identify and promote economic development projects and initiatives.
- Ability to establish and maintain working relationships with private, non-profit, and public sector officials.
- Ability to manage conflict, demonstrate maturity, and practice sound judgment.
- Ability to prepare clear and comprehensive financial, administrative, and activity reports.
- Ability to communicate effectively, both orally and in writing, with a variety of individuals.
- Ability to manage time appropriately and be flexible with scheduling.

Salary: Compensation and benefits are competitive for the position and is highly dependent on the applicant's qualifications and experience level. After the starting salary is established an applicant will have the opportunity to create a Merit Planning Proposal based on predetermined performance level accomplishments for consideration and approval. Advanced certifications or degrees (Grant Writing, Certified Economic Developer, MPA, etc.) and appointments to esteemed boards and offices held above the local government level are two examples of such accomplishments that would qualify for admittance into the plan, with The Pike County Board of Commissioners being the designated authority for consideration and approval.

The salary range is based off of both quantitative data from the 2017 Salary and Demographic Survey of Economic Development Professionals conducted by the International Economic Development Council and objective consideration of the potential candidate's qualifications. Recommended salary is within the range of a \$48,000.00 minimum and a \$65,000.00 maximum compensation amount.

- a. Total of all Entry Level ED Staff median: \$48,000.00 / Program Manager median: \$65,000.00
- b. Executive Director Base Annual Salary with operating budget less than \$250,000 = \$52,000.00 median
- c. Executive Director Base Annual Salary of size of population served less than 50,000 = \$60,000.00 median