



**2021  
President  
Ozark-Dale County Economic Development Corporation  
Job Description**

**POLICY:**

The mission of the Ozark-Dale County Economic Development Corporation is to improve the economy of Dale County through the creation and preservation of jobs and wealth. ODEDC will be the lead countywide organization for promoting and marketing the assets of Dale County for new industrial opportunities and for assisting Dale County's existing industries in retention and expansion.

**POSITION:**

The President serves as the director of day-to-day operations for ODEDC. In these positions he/she is charged with the administration of the Economic Development Corporation and its programs and with staff development.

**REPORTS TO:**

Chairman, ODEDC Board of Directors

**EQUIPMENT & SOFTWARE RESPONSIBILITIES:**

1. Microsoft Excel
2. Microsoft Word
3. Microsoft PowerPoint
4. Cloud and database management

**EXPERIENCE & EDUCATION REQUIRED:**

1. Strong knowledge of Dale County business climate and desire to see Dale County flourish.
2. Ability and willingness to interact with potential investors and developers as well as local, state, and national leaders in order to attract investment.
3. Strong sales, marketing, and/or economic development experience with demonstrated rising responsibilities and results.
4. Bachelor's Degree from an accredited University.

**SPECIFIC DUTIES:**

1. **Responsible for seeing that the goals and objectives of the ODEDC Strategic Plan are met.**
  - a) Oversee the strategic planning process for ODEDC and the implementation of the adopted plans.
  - b) Meet regularly with staff to monitor progress on meeting goals and objectives.
  - c) Provide updates to the Chair, Investors, and Board as well as highlight areas of concern.
2. **Responsible for planning and implementing programs, which result in the retention, expansion, and attraction of targeted industries.**
  - a) Work with ODEDC Investors to develop and implement strategies to keep and grow value-added new or existing businesses.
  - b) Work with area resources to provide necessary assistance.
  - c) Work with Dale County municipalities to attract additional retail investment.
  - d) Manage a portfolio of companies (both existing and prospects) to keep them aware of available resources and develop relationship with key personnel.
  - e) Represent Dale County as the primary contact for the Alabama Department of Commerce.
  - f) Represent Dale County as the primary contact for Site Selection Consultants.
  - g) Travel as needed to market Dale County to business prospects and to maintain essential network relationships.
  - h) Expect to work occasional odd hours and weekends from time to time.



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**3. Responsible for administrative duties for the Economic Development Corporation.**

- a) Manage and supervise all ODEDC employees
- b) Clearly define duties, provide necessary training and support and oversee and provide job performance evaluations for the Economic Development staff.
- c) Prepare budget for board approval and operate the department within budget limitations.
- d) Maintain and expand funding sources to adequately meet operational requirements.
- e) Serve as the primary spokesperson for the Economic Development Corporation.
- f) Ensure the preparation of the financial report at Economic Development Corporation Board meetings.
- g) Organize Board meetings for the Ozark-Dale County Technology Center Advisory Board.
- h) Supervise the administration of the Ozark-Dale County Technology Center.

**4. Responsible for developing resources through a public/private partnership.**

- a) Implement objectives outlined in ODEDC's Strategic Plan.
- b) Provide regular updates to investors
- c) Maintain working relationships with state and local economic development related organizations including:
  - Dale County Municipalities
  - Dale County Commission
  - Ozark Area Chamber of Commerce
  - Daleville Chamber of Commerce
  - Dothan Area Chamber of Commerce
  - Utility Companies
  - Alabama Department of Commerce
  - Economic Development Partnership of Alabama
  - Southeast Alabama Council for Economic Development
  - Region 10 Workforce Development Council
  - International Economic Development Council