

**JOB DESCRIPTION**  
**PRESTON COUNTY ECONOMIC DEVELOPMENT AUTHORITY**  
**Assistant Director**

**Summary:**

The Assistant Director shall assist the Executive Director in managing, directing and supervising the business of the Preston County Economic Development Authority (PCEDA).

The general duties of the Assistant Director will include:

- Marketing Preston County and the Preston County Economic Development Authority
- Website oversight
- Project and grant management
- Partnerships with land owners, utility companies, municipalities, financial institutions and other resources
- New business recruitment
- Existing business expansion/retention

The successful applicant will be organized, creative, flexible and trustworthy. They must successfully demonstrate the ability to be a self-starting problem solver who can meet deadlines. He/she must have a willingness to take on additional tasks and responsibilities. Because PCEDA has a diverse mission and a small team to accomplish it, character, drive, willingness to learn and fit with the organization are key.

**Duties and Responsibilities:**

- Promote Preston County to individuals and businesses.
- Establish partnerships for workforce development and training.
- Assist with the marketing of the PCEDA and Preston County.
- Apply for and administer local, state, federal and private grants.
- Assist with developing the budget and administration of financial matters of the organization.
- Assist with the development and implementation of marketing plans/strategies for workforce and economic development.
- Assist with the sale/lease/management/development of real estate throughout the county.
- Implement the strategic goals and objectives of the organization as set by the board of directors.
- Maintain the PCEDA website with up-to-date information on available properties, news articles, and general information.

- Work with property owners, developers and realtors to gather information on marketable available properties and shovel-ready sites.
- Maintain current and accurate economic, community and real estate information for use in marketing programs and requests for proposals.
- Compile demographic information, mapping and other statistical information.
- Maintain positive relationship with industry through open communication.
- Assist with existing industry support efforts including annual visits with companies.
- Assist with the recruitment, retention, and expansion of business in Preston County.
- Other duties as assigned by the Executive Director.

**Competencies:**

- Strong written and verbal communication skills
- Attention to detail
- Willingness to learn and adapt to change
- Capability and work ethic to function effectively with little supervision
- Strong math skills
- Excellent project management skills
- Ability to work some non-traditional hours
- Presentation skills
- Ability to organize and prioritize projects to meet deadlines

**Qualifications – Required:**

- 1-3 years experience with economic development, business, marketing, real estate or related experience
- Marketing and/or communications experience
- Ability to work with education, business, industry and elected officials
- Proficient in computer programs including, but not limited to, Microsoft Office (Word, Excel, PowerPoint) and QuickBooks
- Ability to travel when required

**Qualifications – Preferred:**

- Economic development and/or real estate development experience
- Experience with grant application and administration
- Knowledge of financing tools and resources
- Property management experience

**Accountabilities and Job Specifics:**

This position will be a permanent, full-time (35-40 hours per week) salaried position. Office hours of operation are 8:30 a.m. to 4:00 p.m. Monday through Friday. Non-

traditional working hours are sometimes required. The Assistant Director is not eligible for overtime, although some flexibility in scheduling is available.

The Assistant Director is responsible for keeping accurate records of his/her own time. All time off must be pre-approved by the Executive Director in writing. The position will be probationary for three months, and an employee review and performance evaluation will be conducted at that time. All other office and personnel policies will be as outlined in the Policies & Procedures Manual.

**Position Salary:**

The salary for the position will be \$45,000.00 based on education and experience. Competitive benefits package includes medical benefits and retirement.

**Required Certificates, Licenses and Registrations:**

Continued employment is contingent upon all required licenses and certifications being maintained in active status without suspension or revocations:

- Driver's license

**Physical Demands & Working Environment:**

The physical demand described herein are representative of those that must be met by an employee to successfully perform the essential functions of the jobs. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting and use standard office equipment, stamina to sit for extended periods of times; strength and agility to lift and carry up to 20 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate over the telephone, radio and in person.

This job description is not deemed to constitute a contract of employment. All employees of the Preston County EDA are in an "At Will" status whose employment may be terminated at any time, with or without notice or cause.

How to apply:

1.) Online – submit resume to [pceda@prestonwva.com](mailto:pceda@prestonwva.com) and cc [robertabaylor@hotmail.com](mailto:robertabaylor@hotmail.com).

2.) Hard copy submission – Submit resume to: Preston County Economic Development Authority, 157 Plaza Court, Suite 8, Kingwood, WV 26537 between the hours of 8:30 a.m. and 4 p.m. Monday through Friday.

The Preston County EDA is committed to equal employment and volunteer opportunity without regard to age, ancestry, disability, national or ethnic origin, race, religious belief, sex, sexual orientation, gender identity, marital status, political belief or veteran status. This policy applies to all areas of employment and volunteer participation, including recruitment, hiring, training and development, promotion, transfer, termination, layoff, compensation, benefits, all other conditions and privileges of employment in accordance with applicable federal, state and local laws.