

INDIANA COUNTY
Associate Director

Indiana County has an immediate opening for Associate Director. The rate is \$51,958 per year.

- This position assists the Executive Director and other key Staff positions within the Office of Planning & Development for economic and community development functions, including consulting and relationship building with local, regional and state/federal officials, community leaders, and business executives for the purpose of promoting growth through the expansion and retention of existing businesses, and the attraction of new businesses.
- Performs complex professional level research for economic development and community development initiatives, strategic and special projects management, capital project management, public facilities planning, policy development and related project administrative functions.
- Duties include planning, organizing, developing, and implementing economic and community development initiatives, capital projects, strategic and special projects, and other related administrative activities.
- Work requires community relations and leadership in developing goals and priorities within and outside of the organization; promoting the business and economic development interests within the community; managing assigned, functions and projects in collaboration with Staff; researching data and trends; and administering capital and special projects.
- Work requires sensitivity to the long- and short-term needs of the County, advising the Executive Director and other key Staff, and requires extensive contact and coordination with governmental agencies, corporate entities, developers, business leaders, civic organizations, property owners, citizens, and other County departments on a wide range of economic and community development related issues and programs using sound judgment and maintaining confidentiality.
- Employee must exercise independent judgement and simultaneously must consider financial, ethical, socio-economic, legal, and regulatory variables that affect the County. Work is performed under the administrative supervision of the Executive Director and is evaluated through periodic conferences, observation of results achieved, success and cost of projects, review of work, and overall acceptance of the programs by the business community and citizens.
- Education equivalent to completion of a Bachelor's Degree program at an accredited college or university. At least four years of technical planning, housing, community and/or economic development experience, one year of which shall have been at the supervisory level for a geographic region involving one or more local jurisdictions. Interested candidates should send a resume and cover letter to the address below

Melissa Miller
HR Director
825 Philadelphia Street
Indiana, PA 15701
Or email to mmiller@indianacountypa.gov