

**Santa Barbara County Economic Vitality Team
Director of Economic Development**

JOB DESCRIPTION

JOB TITLE: DIRECTOR OF ECONOMIC DEVELOPMENT

GENERAL STATEMENT OF JOB

Under the supervision of the President/CEO of the Chamber of the Santa Barbara Region, performs professional and administrative work in the planning, directing and implementation of the Program of Work of the Economic Vitality Team (EVT). Work involves the creation and implementation of a broad range of economic development strategies for Santa Barbara County. Reports to the President/CEO of the Chamber of the Santa Barbara Region and the Board of the Economic Vitality Team.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Plans, organizes and directs all programs and activities of the EVT, with emphasis on creating and implementing strategies to enhance the economic well-being of all of Santa Barbara County.

Ensures effective and efficient use of budgeted funds, personnel, materials, facilities and time.

Provides direct assistance to the EVT Board and the County Board of Supervisors in relation to economic development matters and regarding various special projects.

Build and maintain relationships with economic development practitioners around Santa Barbara County, including spending time in all communities across the County.

Develops and recommends short- and long-range economic development strategies; gathers, interprets, and prepares data for studies, reports and recommendations.

Recruits and facilitates information requests from industry representatives to encourage location in the County area; meets with officials from around the County to understand their communities and to discuss incentive recommendations for prospects.

Build and maintain close relationships with key local industries and encourages them to create new jobs and invest in their local businesses.

In conjunction with regional commercial real estate brokers, develops and maintains a comprehensive inventory of available buildings and sites across Santa Barbara County; identifies potential properties to be used for industries, businesses, industrial parks and commerce business centers; identifies costs and potential funding sources for site and park development.

Prepares and maintains information on utilities, taxes, zoning, transportation, community services, financing tools, etc; responds to requests for information for economic development purposes.

Secures and administers grant funds and donations for use in funding various EVT projects.

In cooperation with the EVT Board and the SBRCC Staff, recruits sponsorships from private-sector entities to fund various EVT projects.

Develops and conducts an ongoing public awareness and marketing program designed to support economic development efforts. Presents programs about development plans to various community, industry and civic groups; prepares public relations materials in multi-media formats, including on-line and computer media.

Represents the EVT at various local, regional and national conferences and meetings.

Prepares quarterly reports and an annual report for submittal to the County Board of Supervisors, all private-sector and philanthropic contributors, and the Chamber of Commerce Boards of Directors across Santa Barbara County.

Performs general administrative work as required, including preparing reports and correspondence, entering and retrieving computer data, reviewing mail and literature, conducting and attending meetings, etc.

Attends training, conferences, seminars, meetings, etc., to maintain awareness of legislation, trends and technology related to economic development planning and implementation.

ADDITIONAL JOB FUNCTIONS

Performs related duties as required.

TRAINING AND EXPERIENCE

The Director will have a bachelor's degree or greater.

The Director will have 3 – 5 years of experience managing or on the staff of an economic development entity, and will feel comfortable speaking in public.

The Director must possess sufficient expertise with computers to effectively and efficiently accomplish the duties assigned.

The Director must have a valid California State driver's license, or be able to obtain one within 30 days of employment.

Interested Candidates should send their resume and a cover letter to:

Ken Oplinger, President/CEO
The Chamber of the Santa Barbara Region
ken@sbchamber.org