



PO Box 598, Crawfordville, FL 32326

The newly formed Wakulla County Economic Development Council (WCEDC) is seeking a highly motivated individual to serve as our Coordinator who wants to work with communities and individuals seeking to significantly improve the economic health of our communities, cities, and county.

As the currently recognized official economic development organization for Wakulla County, WCEDC is seeking an individual to assist the county grow into a more effective partnership of both the private and public sector for the benefit of our county and the region. As a new organization we realize this first hire will be key to our success in the future, and the WCEDC realizes that the individual hired must have the talents necessary to bring a start-up organization forward as well as fulfill the more traditional economic development roles.

This position is one that is expected to grow both in compensation and responsibilities over time as the county continues to grow in the future. This position is not for someone looking for a place to land and simply maintain the status quo.

As the WCEDC Development Coordinator (DC) you will need to work within the various communities to maintain and improve relationships with our partners both public and private. Our local elected officials have sent a clear signal they want to be more aggressive as it relates to aiding economic growth, and they expect this position to enhance their understanding of the issues and solutions that will improve the economic health of our county.

WCEDC members look forward to working directly with this position to leverage our backgrounds and expertise. The WCEDC is excited about the opportunities we see in the future. The WCEDC expects contractual compensation, and related costs to be a minimum of \$80,000 annually.

If you are interested in this position apply to: Wakulla Economic Development Council and forward cover letter that includes hourly rate requirements, and a resume that includes at least three references to:

Wakulla County EDC
ATTN: Coordinator Applications
PO Box 598
Crawfordville, Fl. 32326

The WCEDC will not consider applications that only include "negotiable" or a related term as the hourly rate requirement. WCEDC will be taking applications for at least three weeks or until the position is filled. Applicants that are selected to move further in the process will be contacted at a later date.

EDC Mission Statement: *The Wakulla County EDC engages business, government and community partners to balance job growth and responsible economic expansion by sharing our community with the world.*



JOB SUMMARY

The Development Coordinator (DC) will perform a variety of administrative, technical and professional work in preparation and implementation of economic and community development plans, programs, and services.

This position is responsible for working closely with the EDC, county and city officials, Enterprise Florida, Opportunity Florida, Florida's Great Northwest, utility providers, existing businesses, site selectors, and other partners to market our community's assets. The position includes working with all noted partners in providing guidance to individuals and companies seeking to retain, expand, establish, or relocate their businesses to Wakulla County.

This position will require working directly with governmental and private sector entities to facilitate all necessary actions for business retention and expansion projects in the county.

MAJOR JOB DUTIES

- Works with existing businesses to aid in business retention and expansion within the county.
- Markets land/buildings in order to attract new industry to the community
- Educates the public and elected officials on the role of economic development in creating jobs and investment in our community.
- Works with County and City officials on infrastructure enhancement opportunities, transportation objectives, and utility plans.
- Collaborates with Tallahassee Community College, Career Source Capital Region, and the Wakulla County School District on workforce issues with a goal of improving the quality of the local/regional workforce.
- Collaborates with Chamber of Commerce, Tourist Development Council, Wakulla County BOCC, and other County Entities to improve the quality of place.
- Networks with other counties and regional economic development organizations to stay abreast of success stories and benchmark efforts.
- Secure public and private funding necessary to further the goals and objectives of the organization.
- Performs related duties.
- Other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Skills in oral communication which may sometimes be impromptu.
- Skills in written communication including documents targeted for public consumption.
- Knowledge of budgeting and money management.
- Knowledge of office practices.
- Knowledge of conflict management and resolution.
- Knowledge of economic development principals and concepts.

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REPORTS TO

This position reports directly to the Economic Development Coordinator Committee (EDCC) which is established by the Wakulla County Economic Development Council Inc.

ADDITIONAL DUTIES AND RESPONSIBILITIES

- The WCEDC is newly formed and as such the position will be responsible for working with the EDCC to develop initial policies and procedures necessary for the organization to successfully work with private and public sector entities to improve the economic health of Wakulla County and the surrounding region.
- Work directly with existing employers to aid in efforts necessary to retain and expand employment and taxable value in the community through the creation of new employment opportunities and increased capital investment within the county.
- Assist private and public sector organizations in efforts to secure necessary funding as well as clear required regulatory and permitting requirements for the development of infrastructure necessary for business retention, expansion, relocation, and attraction within the county.
- Develop a local team of private and public individuals tasked to work projects that will result in the retention, expansion, or attraction of businesses to Wakulla County.
- Promote a positive image of Wakulla County and the region for the purpose of job creation and capital investment.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study demonstratively related to the position.
- Experience sufficient to thoroughly understand the diverse needs of the county and the efforts necessary to successfully grow the job and tax base of the county.
- Possession of or an ability to readily obtain a valid driver's license issued by the State of Florida.
- Auto and general liability insurance as required by the State of Florida.

Please respond by April 1st 2020

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