

City of Hawkinsville/Pulaski County  
Job Opening

Classification Title: Economic Development Director

Term of Appointment: Full-Time Exempt

Probationary Period: One (1) year

**GENERAL NATURE OF WORK:**

The Economic Development Director is responsible for the planning, development, implementation, monitoring, and assessment of all economic development activities for the City and County. Primary focus is on traditional economic development activities (e.g. recruitment, retention, expansion, etc.) with significant concentrations on small business development (e.g. retail, restaurant, hotel, etc.), redevelopment, downtown development, industrial development and community engagement.

**WORK ENVIRONMENT:**

Primarily mix of office and field indoor sites. Some outdoor activities, night meetings required and some weekend tasks.

**MAJOR DUTIES:**

- Attend all meetings and formal activities of Hawkinsville/Pulaski County.
- Manage Hawkinsville/Pulaski County properties and market its properties to prospects.
- Interact and cooperate with businesses, government officers and agencies to encourage new business activity and the expansion of existing businesses.
- Actively pursue and coordinate industrial and commercial prospects.
- Maintain ongoing contact with the Georgia Department of Economic Development, Georgia Power, Ocmulgee EMC, Hargray, Georgia Economic Developers Association and other agencies to promote Hawkinsville/Pulaski County as a viable and attractive location for new industry.
- Maintain Main Street Program.
- Promote expansion Hawkinsville/Pulaski County tourism industry.
- Prepare grant applications, contracts and other necessary documents; administer grant funds and manage contracts.
- Provide professional economic development advice, assists in the application and permitting process and serves as an advocate for economic development in alignment with the comprehensive plan, zoning ordinances and city/county goals.
- Directs economic development initiatives to achieve the goals and objectives of Hawkinsville/Pulaski County and its component units.
- Set up and attend bi-monthly meetings for the Downtown Development Authority (DDA), manage façade grant program, maintain meeting minutes, manage property owned by DDA, negotiate leases and ensure timely payments of leases.
- Provide professional support to the Historic Preservation Commission.

**MINIMUM QUALIFICATIONS:**

- Bachelor's Degree from an accredited college or university in economic development, public administration, planning, business, public relations, communications, marketing, or related field.
- Demonstrated experience in economic development, community development, local and regional planning, and public administration required; as well as experience in developing and

implementing community engagement activities, strategic planning, group facilitation, or other areas aimed at community and economic development objectives.

- Downtown development/redevelopment experience preferred.
- Demonstrates ability to develop leadership teams and programs.
- Familiar with various resources available from the State of Georgia, foundations, partnerships, associations, or private sectors that support local economic development.
- Ability to effectively communicate in business English using verbal, written and digital modes.
- Understanding of partnerships and how to develop.
- Ability to coordinate and support collaborative projects involving a number of separate entities.
- Ability to translate group concepts into project plans.
- Ability to effectively communicate with various, diverse businesses, economic development partners, and civic organizations.
- Ability and willingness to perform all administrative, minimal, and conceptual planning functions to complete projects.
- Ability to complete projects with minimal support.

Please send resumes to: City of Hawkinsville, P.O. Box 120, Hawkinsville, GA 31036 or email [sara@hawkinsvillega.net](mailto:sara@hawkinsvillega.net). The deadline to apply is Wednesday, July 14, 2021 at 4:00 p.m.

***The City of Hawkinsville is an Equal Opportunity Employer. The City of Hawkinsville is a Drug Free Employer.***