

## **Deputy Director for Operations & Finance**

Under the supervision of the Director for the Department of Economic Development, the Deputy Director is responsible for overseeing the management and operations of staff, policies, programs and activities of the Department of Economic & Community Development.

### **Duties and Responsibilities:**

- Manages staff
- Designs and implements programs that develop, strengthen and/or stabilize business districts
- Provides funding and technical assistance to businesses seeking to locate, stay or expand in Lackawanna County
- Provides funding and technical assistance for neighborhood commercial real estate development projects
- Supervises the preparation of the appropriate loan applications, as well as coordinates incentive financing plans, with the assistance of the Governor's Action Team and NEPA Alliance, for prospective businesses and existing businesses within Lackawanna County
- Represents the department at professional association meetings/conferences, including PEDAA (Pennsylvania Economic Development Association), IAMC (Industrial Asset Management Council), IOREBA (Industrial or Office Real Estate Brokers Association) and Expansion Management
- Develops and manages budgets and performance measures
- Coordinates with other County departments and State and Federal agencies, as necessary

### **Requirements:**

- Bachelor's Degree in Planning, Business Administration, Public Administration, or a related field
- Leadership and management skills to oversee staff and projects; 5-8 years of increasingly responsible experience in management
- Knowledge of effective principles, practices, methods, and techniques of economic development
- Strong written and verbal communication skills are essential
- Proficient in Microsoft Office
- Familiarity with financial reporting and audits

**To apply, submit a resume and cover letter to:**

**Lackawanna County Chief of Staff  
200 Adams Avenue, 6<sup>th</sup> Floor  
Scranton, PA 18503  
[elkinsm@lackawannacounty.org](mailto:elkinsm@lackawannacounty.org)**