

Director for the Department of Economic Development

Performs advanced professional work in directing and coordinating economic development, and planning community development and housing programs within the County. Responsible for promoting attributes of the area, and preparing reports and presentations concerning economic development activities. The work involves encouraging the expansion of existing industries and the establishment of new industries in the County.

Duties and Responsibilities:

- Develops, plans, organizes and implements marketing strategies to promote Lackawanna County as an ideal business and industry location through presentations, correspondence and meetings with individual investors and business owners, organizations (public and private) and all economic development clients or prospects interested in the County.
- Promotes business and industrial development through personal contacts with community leaders, management officials of existing businesses and industry, the industrial real estate community, area and state agencies, etc.
- 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 the NEPA Alliance, for prospective businesses and existing businesses within Lackawanna County.
- Represents the department at professional association meetings/conferences, including PED A (Pennsylvania Economic Development Association), IAMC (Industrial Asset Management Council), IOREBA (Industrial or Office Real Estate Brokers Association) and Expansion Management.
- Participates in and/or provides staff resources and assistance to coordinate unified economic development efforts through community service organizations.
- Seeks creative financing programs applicable to industrial prospects, land and building development projects.
- Administers state and federal grant and loan programs for all construction projects.
- Works closely with legal counsel in preparing and finalizing land and building sales, easements, options, leases, mortgages, contracts, agreements and requests.

Requirements:

- Bachelor's Degree in Marketing, Economics, Business Administration, Public Administration or a related field.
- 5-8 years of increasingly responsible experience in marketing, real estate, public relations management, or a related field.
- Thorough knowledge of effective principles, practices, methods, and techniques of economic development.
- Ability to plan, coordinate, direct and motivate the work of professional and administrative staff.
- Strong written and verbal communication skills are essential.
- Proficient in Microsoft Office.

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

Lackawanna County Chief of Staff

200 Adams Avenue, 6th Floor

Scranton, PA 18503

elkinsm@lackawannacounty.org