

Staunton City & Schools

Assistant Director of Economic Development: City of Staunton (2475)

JOB POSTING

Job Details

Posting ID: 2475
Title: Assistant Director of Economic Development: City of Staunton
Description: CITY OF STAUNTON

ASSISTANT DIRECTOR OF ECONOMIC DEVELOPMENT

The City of Staunton, located in the heart of the Shenandoah Valley, is seeking highly qualified applicants for the position of Assistant Director of Economic Development. Come join our highly professional team dedicated to serving this dynamic city and its citizens. For more information about the Economic Development Department, please visit [Economic Development](#). The City of Staunton offers highly competitive compensation and benefits. Staunton, with a relatively low cost of living, is known for its history, architecture, arts and cultural and culinary delights.

“One of the prettiest and most progressive towns in the South” and “20 charming mountain towns to visit this fall”—Southern Living

The City of Staunton is seeking an innovative leader who will assist the Director of Economic Development on special projects and the Business Retention and Expansion Program, and other department activities. This individual will administer the Staunton Enterprise Zone program, promote redevelopment programs, evaluate economic, statistical and demographic data to analyze best means to attract, retain or expand businesses and/or industries within the City of Staunton and take the lead on economic development marketing materials and publications, including the Economic Development web-site and strategic planning and the facilitation of public process planning. The Assistant Director will serve as "Acting" Director in the absence of the Department Director.

The selected candidate must have a comprehensive knowledge of and experience in economic development to include business attraction and retention, marketing, branding and incentives as well as a comprehensive understanding of community development practices including land use, zoning and planning. The candidate must have a general knowledge of the businesses and community resources available in Staunton, as well as those resources offered by State and Federal offices and regional development organizations. Furthermore, the ideal candidate must demonstrate high levels of proficiency with technology and data management systems and the ability to: administer programs; record and organize statistical data, apply logical sequence to the analysis and resolution of an issue and; communicate orally and in writing and deal with information in a confidential manner.

Any combination of education and experience equivalent to graduation from an accredited four-year college or university with major work in Business, Marketing, Economics, Public Administration, or related field, supplemented by a minimum of of experience in Economic Development.

This position may be required to work evenings and week-ends to assist in the marketing aspects of the position. A Virginia Drivers license with a good driving record is required. Excellent benefits include participation in the Virginia Retirement System, paid-time off, group life insurance, medical insurance, professional dues, and conference expenses. Criminal background check is required.

FLSA:	Exempt
Grade:	16
Hiring Range:	\$75,000-\$90,000 DOE/DOQ
Start Date:	On or around late September/early October 2024 or negotiable
Reports To:	Director of Economic Development

The recruitment will remain open until filled. Interested applicants should submit an online application, cover letter and resume, no later than **September 4, 2024**.

The recruitment will remain open until filled. Please see the [Assistant Director of Economic Development](#) for more information about the City of Staunton and the position.

For additional questions, please contact Jonathan Venn, Chief Human Resources Officer.

Jonathan Venn, Chief Human Resources Officer
 City of Staunton/Staunton City Schools
 116 West Beverley St (Human Resources, 2nd Floor City Hall)
 Staunton, VA. 24401
 504-332-3914
 vennjg@ci.staunton.va.us

The City of Staunton is an Equal Opportunity Employer (EOE) and is fully committed to the principles and practices of equal employment.

<i>Shift Type</i>	Full Time	<i>Salary Range</i>	
<i>Salary Code</i>	Per Year	<i>Job Category</i>	City Government
<i>External Job Application</i>	City of Staunton Application	<i>Internal Job Application</i>	Internal
<i>Location</i>	Economic Development	<i>Posting Status</i>	Active
<i>Minimum Qualifications Screening</i>			

Job Application Timeframes

<i>Internal Start Date</i>	08/05/2024	<i>General Start Date</i>	08/05/2024
<i>Internal End Date</i>	09/04/2024	<i>General End Date</i>	09/04/2024

Job Pools

<i>Pool Name</i>	<i>Quantity</i>	<i>Requisition ID</i>	<i>Requisition Title</i>
Default	1		

Alternate Job Contact

<i>Name</i>	<i>Title</i>
<i>Location</i>	<i>Phone</i>
<i>Email</i>	

References

<i>Automatically Send Reference Check</i>	No	<i>Reference Check Form</i>	City Reference Check Survey
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