



Prince George County, Virginia

Economic Development & Tourism Specialist

SALARY	\$49,335.00 - \$78,936.00 Annually	LOCATION	County of Prince George, VA
JOB TYPE	Full-Time	JOB NUMBER	EDS102024
DEPARTMENT	Economic Development	OPENING DATE	10/10/2024
CLOSING DATE	Continuous		

Essential Functions/Typical Tasks

Prince George County is currently seeking qualified applicants for the position of Economic Development & Tourism Specialist. This position will be responsible for assisting with business development related questions and providing requested site location information.

For a complete job description, please click [here \(Download PDF reader\)](#).

Qualification Requirements

Thorough knowledge of computer software applications; MS Word, Excel, PowerPoint, Geographic Information Systems (GIS), Website content management, Tyler Munis financial software experience preferred, Constant Contact, Executive Pulse, and Virginia Economic Development Partnership site database. Demonstrate the ability to work under stressful conditions; ability to plan, organize and accurately complete work within stringent deadlines; ability to manage time effectively; ability to establish and maintain effective and cooperative working relationships with associates, officials and general public. Proven discretion and the ability to maintain confidentiality; demonstrated ability to maintain complex clerical records and to prepare reports from such records. Requires the ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculation, to prepare statistical information, site analysis and financial reports; thorough knowledge of the organization and functions of the County.

Special Requirements

Any combination of education and experience equivalent to graduation from an accredited community college with major course work in business administration, marketing, public administration, economics, Economic Development, or related field.

Additional Information

Must be willing to pursue Certified Economic Developer (C.Ec.D.) designation.

To apply online visit our website at www.princegeorgecountyva.gov. To be considered for this position, applicants must fill out a County application which can be completed online. For additional information, please call (804)722-8669. EOE.

Agency

Prince George County, Virginia

AddressPrince George County
6602 Courts Drive
Prince George, Virginia, 23875**Phone**

804.722.8669

Website<http://www.princegeorgecountyva.gov/>**Economic Development & Tourism Specialist Supplemental Questionnaire*****QUESTION 1****Do you possess a valid driver's license?**

- Yes
- No

QUESTION 2*Do you have any experience in the Economic Development field?**

- Yes
- No

QUESTION 3*Please describe your highest level of education by selecting one of the following choices:**

- High School Diploma
- Associate's Degree
- Bachelor's Degree
- Master's Degree

*** Required Question**