

Orangeburg County

Title: Project Manager

Class Code: **FT** **PT**
 Exempt **Non-Exempt**



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COUNTY**
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General Description

The Orangeburg County Development Commission seeks a Project Manager to work with state developers, regional developers, site selection consultants, real estate companies, and existing businesses to assist in attracting and retaining business in Orangeburg County.

The position will work closely with the Executive Director in implementing the Commission's recruitment and retention efforts.

This class works independently, under limited supervision, reporting major activities through periodic meetings.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions related to the type of work of the position as necessary.

- Recruit confidential prospective businesses and assist local businesses in retention and expansion issues by providing community information to corporate real estates representatives and site selection consultants, coordination of site visits, and facilities projects through the incentive and approval process.
- Coordinate all project management activities assigned by the Executive Director, including requests for proposals or requests for information questionnaires submitted by various prospects, preparing proposals or presentations as needed, existing industry visits and conducting site tours during visitations.
- The position requires strong organizational, interpersonal, communication skills, ability to develop and maintain strong working relationships with various supportive economic development organizations, utilities, real estate brokers and developers, and general public.
- This position requires a self-motivator with extensive experience working with industrial and commercial businesses, excellent organizational and communication skills, ability to read, understand and develop business plans and complex reports, and work under demanding deadlines.
- Performs other duties and related work as instructed and assigned.

Minimum Education and Experience Requirements:

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Position requires Bachelors Degree in Business, Marketing, Public Administration/Relations, or related fields and five (5) years of experience in economic development or business. Certified Economic Developer status is a plus. Computer experience with working knowledge of Microsoft Applications, Excel, and PowerPoint and Social Media is required. Work experience may include those with a development authority, bank, chamber of commerce, state or utility project management, private developers, or work in international business development.

Physical Demands:

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement

Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

Unavoidable Hazards (Work Environment):

- None.

Special Certifications and Licenses:

- Certified Economic Developer status

Americans with Disabilities Act Compliance

Orangeburg County is an Equal Opportunity Employer. ADA requires Orangeburg County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

I have read the above duties associated with the position of Project Manager of Economic Development. I understand this job description is not all-inclusive, and I may be asked to perform additional duties. I understand I will be evaluated on my knowledge and understanding of the duties and task listed in this document. The position I hold with The County of Orangeburg is an at-will position, which means, either the County of Orangeburg, or I, may terminate employment, with or without notice, and with or without cause.

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Print Employee Name

Date

Employee Signature

Date

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