

Coshocton Port Authority - Executive Director

JOB TITLE: Coshocton Port Authority - Executive Director

Job Summary:

Coshocton Port Authority- Executive Director

The Coshocton Port Authority is currently searching for an Executive Director to lead its efforts in providing the City and County of Coshocton with comprehensive economic development services. The position requires knowledge in the areas of economic development programs and financing, real estate development, program and grant management, public administration, effective collaboration and leadership and relations management. The person selected should be politically savvy and skilled at working with business and political leadership. Candidate should possess a Bachelor's degree or higher from an accredited four year college or university, preferably in a business or public administration field. Experience in economic development, business or public administration with excellent written, oral and interpersonal communications is a must. Qualified candidates please submit a resume, salary history, and requirements along with three personal references to:

Ohio Means Jobs – Coshocton County

ATTN: Lynn Jacobs

**725 Pine Street
Coshocton, Ohio 43812**

DESCRIPTION:

This job opening will close May 31st.

General Function:

The Executive Director serves as the chief economic development professional and administrative officer of the Coshocton Port Authority, a public agency that serves as the lead coordinator of economic development activities for the County of Coshocton and City of Coshocton, Ohio. The Executive Director is appointed by and works under the direction of the Board of Directors.

Responsibilities include, but are not limited to:

- Develop and implement economic development plans, policies, projects and strategies.
- Plan and implement public infrastructure projects that support economic development plans and projects.
- Provide administrative support, reports and recommendations to the Board of Directors.
- Manage the community's enterprise zone tax incentive program and tax incentive review council process.
- Assist and advise business clients with accessing financing and development incentive programs.
- Market and promote Coshocton County as a business location to both prospective new

- businesses and existing businesses.
- Manage the finances of the organization and its projects including the preparation of accurate budgets and reports.
- Proactively seek out and administers grants and other financial incentives that promote economic development, revitalization, and infrastructure development projects.
- Perform other duties as assigned by the Board of Directors.

Qualifications:

- Possession of a Bachelor's degree desired, preferably in Business or Public Administration, Marketing, or closely related area.
- Ten years of economic development experience or equivalent business or organizational management experience desired but not required
- Thorough knowledge of effective principles, practices, methods, and techniques of local economic development.
- Thorough knowledge of business concerns, needs, practices, markets and relocation needs and initiatives.
- Ability to establish and maintain effective working relationships with the Board of Directors, local state and federal officials, employees, committees, governmental units, civic groups, and the general public.
- Ability to establish and maintain effective working relationships with private sector executives and business representatives for the purposes of completing economic development projects.

Compensation:

Compensation is commensurate with experience.

Excellent benefits, including health benefits through Coshocton County and a pension through Ohio Public Employment Retirement System.

Coshocton Port Authority is an equal opportunity employer

image:
<http://coshoctonjfs.org/jobboard/img/employerinformation.png>

EMPLOYER INFORMATION

COMPANY:

Coshocton Port Authority

ACCEPTING APPLICATIONS

We are accepting applications for this position in the Coshocton JFS office

Read more at <http://coshoctonjfs.org/jobboard/jobdetail.php?jobid=1945#CKC73sgf51Zw4xyk.99>