

**BUTLER COUNTY COMMISSIONERS PERSONNEL OFFICE  
ANNOUNCEMENT OF VACANCY**

**Posting Date:** 09/01/2020

**Response Deadline:** 09/10/2020

*\* Resumes accepted until position filled*

<b>Agency:</b> Butler County Commissioners	<b>Job Title:</b> Economic Development Administrator
<b>Classified</b> <input type="checkbox"/> <b>Unclassified</b> <input checked="" type="checkbox"/>	<b>Bargaining Unit</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Overtime Exempt</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<b>Salary:</b> \$64,979.20-\$92,331.20
<b>Work Location:</b> 130 High Street - Hamilton	<b>Hours of Work:</b> 8:00a - 5:00p M-F

**Essential Functions:**

- Under direction of the Director of Development, provides strategic leadership and prioritizes activities which improve the business development climate of the County; coordinates the County’s economic development efforts, including maintaining mutually beneficial relationships and communication with economic development and planning officials with the local jurisdictions of the County; attracting new business and employers; identifying sites for possible development; maintaining high visibility for potential businesses; researches and prepares economic development reports, cost-benefit analyses, and other evaluations to assess value-producing metrics for economic development projects.
- Administers and operates Port Authority under the direction and supervision of the Director of Development; prepares and submits annual budget; monitors banking and investment accounts; provides project oversight and accounting of bond funds; ensures Port Authority keeps proper financial documents and audits; negotiates incentive packages for a variety of for-profit and non-profit projects; and understands duties, capabilities and responsibilities of Port Authorities under Ohio Law.
- Serves as Secretary to the Board of the Butler County Port Authority; organizes Board of Director meetings and keeps meeting minutes. Serves as Secretary to the Butler County Land Reutilization Corporation “Land Bank” under the direction and supervision of the Director of Development; organizes Board meetings and keeps meeting minutes.
- Coordinates planning activities with community partners and other federal, state, or local governmental jurisdictions for evaluating projects; represents department in meetings with public officials, private agencies, general public, contractors or other interested parties on proposed or current projects.
- Prepares proposals, press releases, and/or speeches as requested; writes and submits reports and technical evaluations; researches information and prepares correspondence in response to inquiries and requests for information.

**Required Qualifications:**

- Bachelor’s degree in public administration, integrated business, business, finance, accounting, political science, communications or related field; and
- Five (5) years of relevant work experience; or

- Any combination of education, training and/or experience equivalent to the minimum qualifications stated above.

**Selection Procedure:** Resumes and Interviews

**Submit Cover Letter and Resume to:**

Butler County Commissioners Personnel Office  
315 High Street, Suite 640  
Hamilton, OH 45011

or by email to: [resumes@bcOhio.us](mailto:resumes@bcOhio.us)  
(Please indicate Job Title in subject line.)

**BUTLER COUNTY WILL CONSIDER INTERNAL APPLICANTS PRIOR TO EXTERNAL APPLICANTS.**

Pursuant to the Americans With Disability Act of 1993, Butler county will consider all qualified applicants for employment, including persons with disabilities. The applicant must be able to perform the essential functions of this job with or without reasonable accommodation. Upon the request of any qualified applicant, this office will evaluate any reasonable accommodation that may be needed to enable a disabled person to participate in the application process or perform these essential duties.

**AN EQUAL OPPORTUNITY EMPLOYER**