



Planning and Economic Development Project Manager Job Description

Work requires considerable independent judgment and initiative in combining a broad scope of professional planning and economic development knowledge and sophisticated, analytical judgments in order to solve a variety of complex, technical problems. Responsible some logistics of implementation of economic development project activities. Reports to the Madison County Planner

Planning and Economic Development Project Manager plans, organizes, monitors, manages, and evaluates economic development project activities. This part time position will work on logistics and implementation of a diverse group of current projects for the Economic Development Department. Upcoming projects and events include, but aren't limited to: County wide broadband expansion, grant writing, grant management, Schools Soaking Up Stormwater, Manufacturing Art Park, EBT at the Market, Economic Development Board Meetings, NC Commerce Economic Development Strategic Plan, Why Madison, industry specific marketing, long term planning projects, workforce development programs, and Why Madison series.

Position can be highly varied in skills needed to be successful.

Hours for this position will vary based on needs and demands of the department. Pay rate is \$17-\$18 per hour with estimated 15-20 hours per week for up to 19 weeks. Some weeks will need additional flexibility.

Employee must be able to:

- Work independently
- Exude professional appearance in a variety of public situations.
- Have flexibility with schedule demands of the position
- Able to communicate effectively with general population
- Be nimble in ability to change from one project to the next
- Have discretion regarding details of information exposed to as part of the position.
- Provide own transportation, computer, and phone
- Work with student populations

Requirements:

Graduation from an accredited college or university with a Bachelor's degree

3 professional references

Experience and proficiency in Microsoft office, dropbox, and website development, and ARC GIS.

Ability to uphold Madison County employee values.

Experience with events, general public, marketing, graphic design a plus.