

JOB DESCRIPTION
PRESIDENT
COCKE COUNTY PARTNERSHIP

Overall Responsibility:

Serve as the Chief Executive Officer of the Cocke County Partnership and as the Executive Director of the Newport/Cocke County Economic Development Commission. Responsible for consulting with community leadership to ensure a clear vision for the future of Cocke County. Responsible for creating/implementing a strategic plan for the development and marketing of the county, including but not limited to developing/recruiting business and industry and promoting infrastructure, tourism, and community development. Responsible for directing all programs of the Cocke County Partnership and its standing committees, including the Newport/Cocke County Economic Development Commission, Chamber of Commerce, and Tourism Department.

Principal Duties and Responsibilities:

1. Recruit business and industry to the county and serve as the county's official representative in all dealings with prospective clients. This shall include but not be limited to assessing the needs and desires of prospective clients; explaining the advantages of locating new or expanding facilities in the county; providing and responding to specific requests for information relating to the suitability of the county for a particular company; investigating the suitability of land and various sites for use by specific businesses and industries; transporting, entertaining, hosting, and arranging tours of county facilities; showing available real estate and buildings; and developing incentive packages and conducting final negotiations to secure new business/industry development.
2. Support existing business and industry and assist in problem resolution, including serving as ombudsman with local and state agencies to obtain available assistance, resolve misunderstandings, and negotiate settlements/resolution.
3. Establish and maintain contacts with federal, regional and state development organizations, private business development partners, and consultants.
4. Partner with surrounding counties to promote a regional approach to economic development, infrastructure expansion, and educational achievement.
5. Work to ensure that Cocke County meets the requirements of Tennessee's Three-Star Program for Economic Preparedness.
6. Obtain grants/loans for business/industry/infrastructure development projects and research the availability of other funding opportunities.
7. Attend the monthly meetings of the Cocke County Legislative Body, the Newport Board of Mayor and Aldermen, and the Parrottsville City Council and make presentations on the activities of the Cocke County Partnership.
8. Work to engage community organizations in Partnership programs; generate public and private support through public speaking engagements and individual meetings.
9. Develop the annual budget for the Cocke County Partnership and present to all appropriate bodies for funding, including the Cocke County Legislative Body and the Newport Board of Mayor and Aldermen. Oversee and manage the annual budget for the Cocke County Partnership.

10. Attend meetings of all standing committees of the Cocke County Partnership and make presentations as required. This includes meetings of the governing bodies of the Economic Development Commission, Chamber of Commerce, and Tourism Council.
11. Supervise the administration of the Cocke County Partnership and its standing committees, including the sending of all notices of meetings, the maintenance of the corporate and financial records, and the recording of the minutes of all meetings.
12. Administer all personnel matters affecting the Cocke County Partnership and ensure adherence to established laws, policies, procedures, and standards. This includes but is not limited to assigning, training, directing, scheduling, and supervising the activities of all employees; interviewing applicants; and hiring, promoting, disciplining, evaluating, and terminating employees after consulting with the Executive Committee of the Cocke County Partnership Board of Directors.
13. Perform other duties as required, including duties assigned by the Chair or the Board of Directors of the Cocke County Partnership.

Education and Experience Required:

Minimum qualifications include a bachelor's degree from an accredited college or university, preferably in economic and community development or related field, and a minimum of five years of proven and successful management experience in an economic development organization, or any combination of experience and training deemed as equivalent. Preference will be given to candidates who have a Master's degree and/or are Certified Economic Developers. Applicants also should have a proven track record in recruiting new and assisting existing industry and experience in supervising a professional staff and developing and administering a budget using sound fiscal management principles.

Knowledge, Skills, and Abilities:

The incumbent should possess professional maturity, creativity, objectivity, good judgment, and excellent decision-making and problem-solving skills. Should be able to communicate persuasively and possess a record of being a team player, forming effective working relationships, and building consensus. Should be self-confident, persistent, energetic, highly motivated, well organized, and time flexible.

Accountability:

Directly accountable to the Chair and the Board of Directors of the Cocke County Partnership and to the Chair and the Board of Directors of the Newport/Cocke County Economic Development Commission.