

**ECONOMIC DEVELOPMENT SPECIALIST
DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT
ALLEGANY COUNTY, MARYLAND**

SUMMARY

This position provides direct and indirect support for the real estate development process; both industrial and commercial; including site feasibility assessments, financing program application, public approval processes, and construction planning and oversight. Knowledge of the principals and practices of real estate development and prospect management are a must.

QUALIFICATIONS

Bachelor's degree in business administration, public administration, planning, or related field; master's degree preferred. Minimum of two to three years' experience in government, non-profit, or private industry consultation and one year of supervisory experience. Direct experience working with companies and prospects, and management of real estate development is desirable.

Working knowledge of a broad array of Local, State and Federal programs. Ability to: establish and maintain working relationships with local, state, and federal agencies; establish and maintain working relationships with realtors, developers, prospects, and site selectors; write effective applications and proposals; administer projects effectively and efficiently; and to be flexible and handle multiple assignments and priorities. Willingness to study and research a wide range of topics pertaining to special projects, gathering information to support decision-making and project implementation. Strong oral and written communication skills are essential, as is the ability to meet deadlines and work under pressure. Possession of a valid driver's license and eligibility for coverage under the County's motor vehicle insurance policy.

(A comparable amount of training and experience may be substituted for the minimum qualifications. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.)

SALARY AND BENEFITS

This is a contractual position with competitive salary commensurate with experience. Comprehensive benefits package including health and life insurance, paid leave, and pension.

(NO PHONE CALLS PLEASE)

Applications and a complete job description are available in the Main Lobby

**Allegany County Office Complex
701 Kelly Road
Cumberland, Maryland 21502**

or online at www.gov.allconet.org/hrps/job.html

Applications are required and may be returned to a drop box provided at the same location, or mailed to the above address, ATTN: Director of Human Resources

DEADLINE FOR APPLICATION IS FRIDAY, NOVEMBER 4, 2016

ALLEGANY COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER