

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

Posting Date: 04/20/2021

Response Deadline: 04/30/2021

Agency: Department of Development	Job Title: Development Specialist
Classified <input type="checkbox"/> Unclassified <input checked="" type="checkbox"/>	Bargaining Unit Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Overtime Exempt Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Salary: \$54,579.20 - \$80,038.40
Work Location: 130 High Street, Hamilton, OH	Hours of Work: M-F 8:00a – 5:00p

ESSENTIAL FUNCTIONS:

- (1) Under general supervision of the Economic Development Administrator, implements and assists in the coordination of the County’s economic development efforts, including attracting new business and employers, identifying sites for possible development, maintaining an inventory and databases of available property and other attributes and characteristics of Butler County’s assets, amenities, and other resources and updates web site; researches and prepares economic development reports; analyzes workforce trends; identifies ways to strengthen Butler County business and employment opportunities; designs, develops and prepares dashboards displaying data metrics and measurements for program performance.

- (2) Serves as Secretary to the Butler County Land Reutilization Corporation “Land Bank” under direction and supervision of the Director of Development and Economic Development Administrator; organizes Board meetings; maintains minutes of proceedings of the Land Bank; administers and operates the statutory functions and Butler County specific policies in the deployment of the program; administers grants consistent with Land Bank Board policy and program precedent; oversees finances; sets goals and priorities; maintains project files; responds to inquiries from property owners, business owners and elected officials; and administers and provides oversight of portions of the Butler County Delinquent Tax Assessment and Collections Fund (DTAC).

- (3) Assists with departmental activities, e.g. recommends policies; reviews proposals, procedures and objectives; establishes priorities; formulates administrative controls and approaches to problems; schedules projects and monitors to completion; ensures that design of all programs meets current and changing needs and mirrors long and short term strategic goals.

- (4) 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.

(5) Prepares and submits proposals, reports, and other strategic and technical evaluation; researches information and prepares correspondence in response to inquiries and requests for information; uses research findings to direct on-going modification of projects and programs.

REQUIRED QUALIFICATIONS:

- Bachelor's degree in public administration, economic development, business development, business, finance, accounting, or related field; and
- Four (4) years of progressively responsible work experience in economic development, marketing, business attraction, community development, planning or a related field; 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 email to resumes@bcOhio.us
Please indicate Job Title in subject line.

BUTLER COUNTY WILL CONSIDER INTERNAL APPLICANTS PRIOR TO EXTERNAL APPLICANTS

Pursuant to the ADA Amendments Act of 2008, 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