



BOARD OF COUNTY COMMISSIONERS
WARREN COUNTY, OHIO
406 Justice Drive, Lebanon, Ohio 45036
www.co.warren.oh.us
Commissioners@co.warren.oh.us

OFFICE OF MANAGEMENT AND BUDGET

ONE POSITION AVAILABLE

JOB CLASSIFICATION TITLE: ECONOMIC DEVELOPMENT
DIRECTOR

DEPARTMENT: ECONOMIC DEVELOPMENT

PAY RANGE: \$95,000 - \$120,000 ANNUALLY

CIVIL SERVICE STATUS: UNCLASSIFIED

SEE ATTACHED CLASSIFICATION SPECIFICATION FOR MINIMUM
QUALIFICATIONS AND ILLUSTRATIVE DUTIES OF THIS POSITION

POSTING PERIOD: THIS NOTICE IS BEING POSTED FOR A PERIOD OF
TIME NOT LESS THAN SEVEN (7) CONSECUTIVE
CALENDAR DAYS, BEGINNING SEPTEMBER 22, 2026

VISIT <https://www.warrencountyohio.gov/> AND COMPLETE THE APPLICATION
AS FOLLOWS: CLICK ON JOB POSTINGS THEN CLICK ON WARREN COUNTY
APPLICATION FOR EMPLOYMENT, THEN DOWNLOAD TO YOUR DESKTOP AND
EMAIL THE COMPLETED APPLICATION TO: wccommapp@warrencountyohio.gov
CONTACT SUSAN SPENCER WITH QUESTIONS AT: 513-695-1747.

APPLICATIONS ACCEPTED UNTIL POSITION IS FILLED

WARREN COUNTY IS AN EQUAL
OPPORTUNITY EMPLOYER

YOU WILL HIT THE *BULLSEYE* WORKING FOR WARREN COUNTY

PERKS & BENEFITS WORKING FOR WARREN COUNTY



WORK ENVIRONMENT

- Work/Life Balance
- Job Stability



PAID TIME OFF

- Holidays - 11.5 annually
- Vacation - 2 weeks after 1st year



BENEFITS

- Health Insurance*



RETIREMENT

- 14% employer contribution into the Ohio Public Retirement System*

Health Insurance - Available after 30 days, 2 Med/Rx plan choices with monthly family premium range from **\$341 to even \$0 (5x cheaper than the private sector)**; \$0 premium cost for Dental, Vision, Life, HSA, FSA, EAP, Weight Watchers, On-site Biometrics & Day Off Work (Dave's Day for Your Life) and many more!

Retirement - Ohio Public Employee Retirement System; Employee 10%/Employer 14% of earnings (pre-tax)

VISIT WWW.WARRENCOUNTYOHIO.GOV
FOR ALL JOB POSTINGS
QUESTIONS CALL SUE SPENCER 513-695-1747

**WARREN COUNTY COMMISSIONERS
POSITION DESCRIPTION**

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Position Title: Director of Development

Incumbent:

Department: Economic Development
Reports To: County Administrator
Pay Range: #C
Work Hours: 40 Hours per week

FLSA Status: Exempt
Civil Service Status: Unclassified
Employment Status: Full-time

JOB RESPONSIBILITIES:

Under administrative direction, and pursuant to R.C. 307.07, the Economic Development Director is responsible for the direction and administration of all operations for the Economic Development Department of the County; duties include planning, implementing and monitoring all programs and services. Supervision Exercised: Economic Development Specialist and Administrative Assistant. Serve as Executive Director of the Warren County Port Authority.

QUALIFICATIONS: Any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed above. An example of an acceptable qualification for this position is:

Any combination of training and work experience which indicates possession of the skills, knowledge, and abilities listed above. An example of an acceptable qualification for this position is: requires a bachelor's degree in business, finance, accounting or closely related field. Master's degree in the same is highly desirable. Five years of successful, progressive managerial experience in at least one of those areas. Strong understanding of public bond financing and project management skills.

LICENSURE AND CERTIFICATION REQUIREMENTS:

Ohio Driver License

ESSENTIAL FUNCTIONS:

1. Perform all functions authorized under R.C. 307.07(B), with approval of the "Board" of County Commissioners, including:
 - a. With the approval of the Board, hire such staff and employ such technical and advisory personnel as the director sees fit to enable the director to carry out the functions and duties of the office;
 - b. With the approval of the Board, contract for services necessary to enable the director to carry out the functions and duties of the office;
 - c. With the approval of the Board, enter into agreements with federal, state, and local governments and agencies thereof, and with public, private, or nonprofit organizations to carry out the functions and duties of the office;
 - d. Maintain membership in development organizations;
 - e. With the approval of the Board, make loans or grants and provide other forms of financial assistance for the purpose of economic development, including financial assistance for permanent public improvements, in compliance with applicable laws of this state, and fix the rate of interest and charged to be made for such financial assistance;
 - f. With the approval of the Board, receive and accept grants, gifts, and contributions of money, property, labor, and other things of value, to be held, used, and applied only for the purpose for which they are made, from individuals, private and public corporations,

- the United States government or any agency thereof, from the state or any agency thereof, or from any political subdivision or any agency thereof, and may agree to repay the contribution of money or return any property contributed or the value thereof in amounts, and on terms and conditions, excluding the payment of interest, as the director determines, and may evidence the obligations by written evidence;
- g. Establish with the Board any funds that are necessary for the deposit and disbursement of gifts or contributions of money accepted for economic development purposes;
 - h. With the approval of the Board, design, implement, monitor, oversee, and evaluate economic development plans, programs, strategies, and policies;
 - i. Purchase real property to convey to port authority to be used in accordance with its public purpose;
 - j. Perform all acts necessary to fulfill the functions and duties of the office.
2. Develop and administer business attraction and expansion programs.
 3. Create and implement marketing programs to attract new business investment within Warren County. Provide technical services to incoming and existing businesses, including site selection, incentives, and relocation assistance.
 4. Develop a strategic network of contacts, including real estate professionals and business executives, to promote development and identify business opportunities.
 5. Administer the Warren County Enterprise Zone Program, County Community Reinvestment Area (CRA) agreements, Tax Increment Financing (TIF) agreements and various loan programs. Assure compliance with state regulations and reporting requirements.
 6. Create and maintain a business information clearinghouse to serve as a central resource for community and business development data.

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7. Conduct public relations to highlight the community's development, with emphasis on the expanding business base.
 8. Coordinate with other departments and development agencies, public and private, to streamline the business development process within the community.
 9. Serve as a liaison to major employers for government-to-business communications and troubleshooting.
 10. Serve as Warren County Port Authority's Executive Director. As the Port Authority Executive Director you are responsible for: staying updated on the economic development goals of the Board of County Commissioners; developing and implementing public financing tools (i.e. conduit financing, sales tax exemptions, bond fund growth) as allowed by the ORC; attending/managing Port board meetings and engaging with Port members; working closely with industry professionals such as legal counsel, financial advisors, accountants and local Economic Development partners to offer clientele solutions to their economic development goals; organize, apply, and administer state and federal funding requests for countywide projects; and ensuring job creation and economic growth. Actions of the Port Authority Executive Director must align with the economic development goals of the Board of County Commissioners.
 11. Report all pending Port Authority activities in a monthly written report to each member of the Board of County Commissioners, and present to the Board of County Commissioners

during a public meeting not less than quarterly, an overview of each pending Port Authority project and discuss how each project aligns with the goals of the Board of County Commissioners.

12. Supervise Economic Development staff.
13. Participate and serve as a member on various Boards, such as NCA Board, ESID, Small Development Alliance and others as needed.
14. Work cooperatively with OMJ partners and the regional board to plan and implement workforce activities.
15. Work with other agencies and organizations to coordinate training programs and services; promotes interagency cooperation.
13. Demonstrates regular and predictable attendance.
14. Follow all safety and health practices of the Warren County Board of Commissioners as described in the attached addendum.

KNOWLEDGE, SKILLS AND ABILITIES: (* indicates developed after employment)

Technical competence in the field of business development, specifically local and regional markets, real estate, finance, and public and private incentive programs; understanding of bond financing and project management skills; considerable knowledge of the Warren County community and familiarity with the region; strong interpersonal skills and customer service orientation; good professional judgment; ability to speak before groups and to write effectively; ability to maintain productive working relationships within the organization and with other organizations; ability to plan, organize and evaluate the work of others; ability to develop and administer a budget; computer literacy – at a minimum must have basic knowledge of word processing, spreadsheet, e-mail and contact management programs; understand and apply concepts used in zoning and code enforcement; Read and understand reports, correspondence, instructions, maps and site plans; ability to drive and ride in a car.

My signature below signifies that I have reviewed the contents of my position description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Warren County Commissioners Personnel Policy Manual.

(Employee's Signature)

(Date)

Updated: April 2026