

County of Salem  
JOB OPPORTUNITY

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## County Division Head for Economic Development – Full Time

**DESCRIPTION:** Salem County is looking for an enthusiastic individual who will partner with the local industry, business community, tourism office, and community leaders to develop, market, and maintain a strong, vibrant economic environment in Salem County.

**EXAMPLES OF WORK, KNOWLEDGE, AND ABILITIES:**

- Responsible for the field and office work involved with the establishment of new business and the retention and expansion of existing businesses in the County of Salem, NJ
- Knowledge of approved procedures, methods, techniques, and materials used in business development, attraction, promotion, and retention activities.
- Knowledge of data collection techniques as it applies to site location factors used for marketing.
- Ability to interpret and apply government regulations and laws pertaining to real estate and general business development and attraction activities.
- Must be willing to attend meetings of state, local, and other groups for the furtherance of efforts to attract businesses.
- Ability to work with new and established businesses to assist in locating possible funding sources including, but not limited to, state and federal grant monies.
- Experience in preparing specific project applications for grant resources.
- Arranges for site and community visitation by business prospects.
- Ability to compile, tabulate, and interpret information concerning the local and regional economies.
- Must be able to prepare clear, concise, accurate, and informative statistical and other reports containing findings, conclusions, and recommendations.
- Must be organized and maintain files and records in electronic and manual formats.
- Must be proficient in various electronic and computerized information systems used by the office.
- The ability to read, write, speak, understand, or communicate English sufficiently to perform the duties of this position.
- Must be able to lift 20 pounds without assistance.

**EDUCATION:** Graduation from an accredited college with a Bachelor's degree and two (2) years of experience in industrial/commercial real estate sales, area economic development/marketing, or business development/marketing required.

**LICENSE:** Appointee will be required to possess a driver's license valid in New Jersey.

**STARTING SALARY:** \$75,000.00 (higher starting salary commensurate with experience), 40 hours per week

*Benefits:* Health, Pharmacy, and Dental Insurance, State Pension and Life Insurance, Paid Holidays, and Paid Time Off (Vacation, Sick, Personal)

*Additional Voluntary Benefits:* Vision Insurance, Health and Dependent Care Flexible Spending Accounts, Life Insurance, 457(b) Accounts, Credit Union Membership, and Tuition Reimbursement

**APPLY:** Visit [www.salemcountynj.gov](http://www.salemcountynj.gov) & click "Employment & Bid Opportunities" on the upper right side of the page. Deadline is Open until filled.

**EEOC**

*This title is unclassified through Civil Service*

**Must be a New Jersey resident with preference given to qualified Salem County residents**