



CULLMAN COUNTY COMMISSION VACANCY ANNOUNCEMENT

VACANCY	POSTING DATE	CLOSING DATE
EXEMPT POSITION	1/11/2023	POSTED UNTIL POSITION IS FILLED (POSTED FOR A MINIMUM OF 7 DAYS)
JOB TITLE	DIRECTOR	
DEPARTMENT	ECONOMIC DEVELOPMENT	
STATUS	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary/Seasonal	
PAY GRADE	Salaried Position; Pay determined by the Commission based on experience and qualifications. This is a “non-classified” position that serves at the pleasure of the Commission.	
POSITION DESCRIPTION	<p>The director manages the day-to-day operations of the office under the general direction of the Cullman County Commission (CCC). The employee is responsible for planning and developing economic projects; coordinates with the county commission and local groups to identify needs and strategies to meet those needs. Research and inquire for grant funds to meet the needs of the county. Attends national, state, and local meetings to promote Cullman County and encourage location and expansion of industry. Prepares and administers department budget. Other duties as assigned.</p>	
REQUIREMENTS FOR POSITION	<ul style="list-style-type: none"> • Knowledge of grant writing principles and policies. • Must be able to communicate and work effectively with local government and community leaders (often after regular office hours) in planning, developing and implementing special projects and community/economic development programs. Considerable oral, computer and written communications skills and an ability to work with local units of government/non-profits/volunteer fire departments (VFD)/civic groups. • Must be available for overnight travel and out of town meetings. • An ability to learn quickly, using a variety of techniques, in recognition of the fact that training for newly developed programs either may not exist or there may be no time available to train. • Must possess valid Alabama driver license and have a driving record that meets standards set by the county’s insurance carrier. 	
EDUCATION	<p>Bachelor’s degree (or equivalent) required, with a preference for a degree in urban and regional planning, engineering, political science, geography, public administration, community development or related discipline; master’s degree desired. In lieu of a degree, extensive experience in upper level management in business, local government or regional organization with a job focus on program administration, problem solving or local economic or community development mandatory.</p>	
HOW TO APPLY	<p>Employment applications are available on our website at www.co.cullman.al.us , or from the Personnel Department at the County Courthouse, 500 2nd Ave SW-Room 109, Cullman, AL 35055.</p> <p>Completed employment application, with current resume (if applicable) must be returned to the Cullman County Commission Personnel Department. May be delivered in person or:</p> <p style="text-align: center;">Mailed to: 500 2nd Ave SW, Cullman, AL 35055 Emailed to: personnel@co.cullman.al.us Faxed to: (256) 775-4670 The Personnel Department may be contacted at (256) 775-4891</p>	

Cullman County Commission is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, disability or any other protected status.