

**Berkeley County Government**

**JOB OPENING – EXTERNAL POSTING**

**PROJECT MANAGER (PS101524)**

**DEPARTMENT: ECONOMIC DEVELOPMENT**

**JOB SUMMARY/ESSENTIAL FUNCTIONS:** Assist the Economic Development Director with development of new industry and expansion of existing business and industries throughout the County. Serve as an agent that will produce a competitive environment for the community and economic development. Direct, plan, organize and manage finances of the economic development programs. Ensure development and growth of County by detailing economic availabilities and locations. Review all inventory and location sites for accuracy to maintain knowledge and development of the surrounding areas. Maintain existing industry program to address needs and problems of local businesses. Maintain high office standards and technology for the office to ensure quality customer service. Make sound judgements regarding setting priorities and strategies to accomplish goals. Establish and maintain working relationships with staff, elected and appointed officials, allies and others while unifying diverse groups for the common good of the County. Perform other duties as assigned.

**QUALIFICATIONS:**

Bachelor's Degree in Business, Economics, Marketing or related field with five (5) years related experience required; Master's Degree preferred. The preferred candidate will have experience developing and managing marketing programs, site assessments, project development and corporate relations.

Must have and maintain a valid driver's license for South Carolina with a safe driving record.

Thorough knowledge and understanding of business, South Carolina taxation, and the financial incentive programs and services available to existing businesses.

Excellent interpersonal, written and verbal communication skills required including making presentations to corporate executives and local government officials.

Must be organized, detail oriented, and multi-tasking.

Personal computer experience including Word and Excel required.

Departmental testing may be administered during the interview.

A criminal background check will be completed on selected applicant if a current one (less than 3 years) is not on file.

**PHYSICAL REQUIREMENTS:**

This position requires the employee to frequently sit and use hands to handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is required to walk, talk and hear. The employee must occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

**SAFETY INFORMATION/DUTIES:**

This is a safety sensitive position and subject to random drug and alcohol testing. All employees holding such jobs or requesting promotion or transfer to such jobs are subject to drug testing. Attends all required safety training, follows safety policies and procedures and uses appropriate PPE (Personal Protective Equipment) for assigned tasks.

**HOURS OF WORK/MISCELLANEOUS INFORMATION:**

This position is classified as exempt and reports directly to the Economic Development Director. Thirty-seven and a half (37.5) hours per week. Normal work hours are Monday through Friday 9:00 a.m. until 5:00 p.m. with the ability to work after hours when necessary. Must be able to attend monthly evening County Council meetings and various social functions that are required by this position. Scheduled hours/days, job location, duties and any other information contained herein is subject to change. May be required to work extra hours and to perform extra or different duties during emergency situations.

If you are interested in applying for a position with Berkeley County Government, you will need to set up a personal account and apply online, click on "Applicant Online" from our website [www.berkeleycountysc.gov](http://www.berkeleycountysc.gov) and follow the prompts. For questions, please contact Human Resources at 843-719-4163. Computers are available in the Berkeley County Administration building and the County Libraries to apply online.

**Project Manager – Grade: 125**

**Entry Level Biweekly Rate of Pay: \$2393.50 – \$2752.53**

**Date of Posting: 04/28/2017**

**Closing Date: Subject to close at any time.**

**BERKELEY COUNTY GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN OR DISABILITY.**

**All employees of Berkeley County Government are employed on an "at-will" basis which means that the employee may discontinue the employment relationship at any time, with or without notice or cause, and that Berkeley County Government may discontinue the employment relationship on the same grounds.**

***APPLICATIONS WILL NOT BE ACCEPTED FOLLOWING THE CLOSING DATE.***