

Executive Director
Clarke County Development Corporation
Job Description

The Company:

The Clarke County Development Corporation is unique within the State of Iowa. The Corporation originated for the purpose of creating and maintaining jobs. Subsequently, the Corporation became the authorized licensee to conduct gambling games in connection with that certain licensed casino facility in Osceola, Iowa, doing business as Lakeside Hotel & Casino (the "Facility"). These two purposes are managed by the Executive Director serving at the pleasure of the Corporation's Board of Directors. These two functions pair well together to create a healthy economy and enhanced quality of life for the people of Clarke County.

Purpose of Economic Development Job:

The Executive Director serves as the primary point of contact for business development and community improvement projects. This position proactively works to attract new projects into Clarke County including meeting with site selection consultants, real estate developers, local company headquarter executives, and prospective companies. The director maintains a strong working relationship with state and local partners.

Essential Economic Development job functions:

- Drives business retention and recruitment efforts. Serves as a point of contact for business executives to access information on local business expansions, new business locations or business relocations. Develops and maintains a network of business contacts to identify expansion opportunities and assist with external headquarters' visits. Understands and can articulate high level information regarding state, local and federal economic development programs. Tracks Labor Statistics and has pertinent information available for prospective businesses and other interested parties.
- Maintains the pulse of the community by regularly attending meetings and developing working relationships with local and state government entities, nonprofit organizations and industry executives. Continually strives to strengthen the environment of collaboration with all.
- Regularly visits all industry facilities with the purpose of keeping the Corporation Board informed of economic activities in our community, employment needs, expansions and slowdowns.
- Stays abreast of current legislation and trends regarding the Corporation's responsibilities, government assistance and any other matters pertaining to economic development and community betterment.
- Manages the financial activities of the Corporation including, but not limited to:
 - o Preparing the annual operating budget.
 - o Ensuring Corporation expenditures are paid and all financial obligations are met in a timely manner and in accordance with the Corporation's policy. Supervising the payroll function to ensure accuracy. Managing incoming lease/rent payments and requesting TIF payments from the City in accordance with development agreements.

- Preparing the monthly financial reports along with supporting documents for the Board of Directors' review and approval.
- Coordinating the monthly financial review and annual CPA audit.
- Prepares agendas for, schedules, coordinates and facilitates monthly and special meetings of the Corporation, notifying Board members and the public. Adheres to open meetings law as it pertains to being a gaming license holder.
- Recruits new members and periodically communicates with all members of the Corporation regarding recent activities. Maintains records of all members and payment of membership dues. Coordinates the annual meeting, proxies and annual reports.
- Maintains articles of incorporation, bylaws and any amendments. Maintains Corporation policies and procedures. Maintains a list of standing or temporary committees.
- Arranges for the maintenance and care of any real estate holdings or other assets of the Corporation.
- Supervises all aspects of the job performance of the organization's staff.
- Oversees and encourages the staff to seek federal, state and other grants.
- Any other duties as assigned.

Purpose of gaming license holder job:

The Executive Director serves as the primary point of contact for the Iowa Racing and Gaming Commission as it relates to the Facility's license to conduct gambling games. This position will ensure compliance with, to the extent applicable, Iowa Code Chapters 99D, 99F, and 99E, and Iowa Administrative Code Section 491 ("Iowa Gaming Laws") to maintain the gaming license in good standing. The director will maintain a strong working relationship with the operator of the Facility.

Essential license holder job functions:

- Maintains a personal license and meets all annual licensing requirements pursuant to the Gaming Laws, professionally and personally.
- Ensures all Board members and staff are properly licensed.
- Stays current on Iowa Racing and Gaming Commission required pursuant to the Gaming Laws, ensuring compliance to same. Ensures the grant committee rotation schedule follows Iowa Racing and Gaming Commissions guidelines. Attends Iowa racing and Gaming Commission meetings as required.
- Ensures all grant guidelines and practices of CCDC meet requirements of Iowa code and that these grant guidelines are followed and administered in a transparent manner. Oversees and directs staff in the grant application, Board decisioning and grant disbursement process.
- Assists the Facility operator in the preparation of the annual license renewal. Attends the annual licensing meeting, representing CCDC along with the gaming facility operator.
- Delivers copies of the CCDC minutes and the semiannual Class D operator's report to the DCI every six months.
- Prepares forecasts of grant funds available as part of the monthly financial packet to the Board.

Characteristics of the position:

- Reports to the President of the Corporation and maintains communication with all Board members.

- Is a non-voting member of the Executive Committee of the Board of Directors.
- Works as an exempt employee, maintaining scheduling flexibility to attend early morning, evening and weekend meetings and events as needed.
- Maintains a politically neutral position when representing the Corporation.
- Works in a small office environment.
- Lives in Clarke County, Iowa. (If not already residing in Clarke County, the Executive Director will be expected to move within 12 months of hiring.)
- Presents themselves in a professional, ethical and transparent manner on behalf of the organization.
- Signs a conflict-of-interest disclosure and confidentiality agreement annually.

Qualifications:

- Bachelor’s degree in business. Finance or Accounting degree preferred.
- Economic development experience, or 5 years minimum of related experience.
- Strong written and oral communication skills. Ability to navigate controversy, develop consensus and is persuasive.
- Comfortable with public speaking.
- Strong marketing abilities.
- Computer literate in Word, Excel, Quick Books or similar programs.
- Self starter.
- Creative, innovative mindset.
- Motivated to see Clarke County Iowa grow and thrive.

Physical Demands & Work Environment:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions so long as such accommodations do not create an undue hardship on the Corporation.

- *Physical demands:* While performing the duties of this job, the employee is frequently required to sit or stand. The employee must occasionally lift and/or move up to 25 pounds. The employee will frequently use and talk on the telephone and use a computer and other office equipment. The employee may frequently be required to travel to locations in Osceola and occasionally travel in and beyond Clarke County.
- *Work environment:* While performing the duties of this job, the employee is frequently located inside an office building. The employee is occasionally exposed to weather conditions prevalent at the time.

Reviewed by (Employee): _____ Date: _____

Reviewed by (Supervisor): _____ Date: _____