



# Charlotte County, Florida

## Economic Development Director



### The Community

Situated along pristine Charlotte Harbor, between Fort Myers and Sarasota, the communities of Charlotte County, Florida reflect the unique ambiance of the region. The area's unspoiled beauty and high standard of livability have made it a destination for year-round residents and vacationers alike. This friendly, prosperous community is home to more than 178,645 residents who enjoy an abundance of beautiful vistas, world-class recreational options, and a relaxed lifestyle.

Charlotte County covers over 850 square miles, including 165 miles of water, and encompasses the communities of Port Charlotte, Boca Grande, Cape Haze, Charlotte Harbor, Charlotte Park, Cleveland, Deep Creek, Grove City, Harbour Heights, Manasota Key, Placida, Rotonda, Solana, Punta Gorda, Murdock, and Englewood—an unincorporated area straddling Charlotte and Sarasota counties. Historically, development followed the shorelines of Charlotte Harbor, Lemon Bay, the Gulf of Mexico, and the Peace and Myakka rivers, with later development occurring along major highways, particularly U.S. 41. South of the Sarasota County line are the communities of Murdock, Port Charlotte, and Charlotte Harbor, which borders the north bank of the Peace River and Charlotte Harbor. The City of Punta Gorda, south of the Peace River, is the only incorporated city.

Despite explosive growth in recent years, Charlotte County has remained a delightful place to live, work, and vacation. Thriving local economies and convenient connectivity continue to draw residents and businesses to the county. Surrounding areas are easily accessible via I-75, Highway 41 (Tamiami Trail), and U.S. Highway 17. The Charlotte County area is served by several local and international airports, including Punta Gorda Airport,

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### The Community, continued

Southwest Florida International Airport, Sarasota Bradenton International Airport, and Tampa International Airport, and there are four major seaports within 200 miles of the county.

Residential areas of the county are primarily single-family neighborhoods, uncluttered by high-density, high-rise dwellings. These neighborhoods are often surrounded by scenic mazes of canals and estuaries, teeming with marine life. In recent years, low-rise condos, townhomes, and villas have been incorporated tastefully into the community to provide a diverse selection of attractive and carefree living options. The county's medium income is \$44,265 and the median home value is \$227,500.

### About the Position

Under the direction of the Board of County Commissioners, the Economic Development Director performs highly professional, administrative and managerial work researching, developing, implementing, monitoring, assessing and adjusting a comprehensive Economic Development Plan (EDP) that will proactively recruit and assist prospective and/or existing businesses to locate/expand in Charlotte County.

Work involves significant inter- and intra-governmental, business, professional association, media, and public contact. Thorough knowledge of management, marketing, communications, publicity, and advertising, as they relate to economic development, are key.

Duties include management of the budget, personnel, supplies, partnerships, negotiations, compliance with regulations, ordinances, resolutions, policies, and procedures.

### About the Department

The Economic Development Department employs 6 staff and has an annual combined budget of \$1,256,999.

The Economic Development Department is involved in a myriad of activities such as business recruitment, expansion and retention, demographic and market data support to the community and prospective businesses, and disseminating important publications.

### Governance and Organization

Charlotte County adopted a home rule charter in 1985, giving the Board of County Commissioners the authorization to pass laws. The county operates under an elected County Commission, which is composed of five Commissioners who serve four-year staggered terms and are elected by a county-wide vote.

The County Administrator is chosen by and responsible to the Board of County Commissioners. The County Administrator is the chief administrative officer of the county and is accountable for administrative matters and operations under the authority of the Commissioners.

Charlotte County's government fosters community consensus and pledges accountability in the delivery of public services. The county has an adopted FY18/19 budget of \$715 million, employs 1,249 staff, and has a county-wide millage rate of 6.3007.



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### Ideal Candidate

Charlotte County seeks a visionary, dedicated professional to be its next Economic Development Director. The ideal candidate will be a strong leader with exceptional teambuilding, mediation, and motivational skills who can establish and maintain effective working relationships with public officials, department directors, commissioners, other organizations, businesses, and the general public.

The chosen candidate must have extensive knowledge of the principles and practices of economic development and thorough knowledge of county demographics, workforce needs, and business impacts.

Solid and proven management skills are required for success in this position. The selected candidate will plan, organize, and appraise department staff and must be able to delegate with clarity and authority. The next Economic Development Director should clearly communicate expectations and foster a culture of high performance and accountability to ensure that staff members succeed and objectives are met in an efficient manner.

The Economic Development Director will serve as the spokesperson for the Economic Development Department before the Board of County Commissioners and must possess exceptional verbal and written communication skills. The director will be expected to handle problems and sensitive issues with tact and diplomacy, providing sound advice and procedural recommendations as the need arises.

### Charlotte County Mission, Vision, and Values

**Mission:** To be the energy in making Charlotte County a beautiful and enriching place to live.

**Vision:** To exceed expectations in the delivery of public services.

**Values:**

- **Integrity:** We are committed to serving with honesty and integrity.
- **Customer Service:** We are committed to providing excellent customer service and to achieving real results that earn the public's trust.
- **Partnership:** We are committed to working cooperatively with our co-workers and others for the overall good of the community.
- **Innovation:** We are committed to innovation and continued learning.
- **Stewardship:** We are committed to being good stewards of our resources.

### Economic Development Department Mission

To encourage the recruitment of diversified industry to the county, to create high skill, high wage jobs, and to help diversify the economy and tax base.



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### Education and Experience

The selected candidate must hold a bachelor's degree in public administration, business, economics, or related field and have at least eight (8) years of progressively responsible economic development experience including considerable supervisory responsibility at a senior management level.

### Compensation and Benefits

The salary range for this position is dependent on qualifications. Charlotte County participates in the Florida Retirement System (FRS), which offers a choice of two retirement plans: the FRS Investment Plan and the FRS Pension Plan. The county also provides health insurance, cost-free access to the Employee Health Center, and a variety of voluntary benefits.

### Application Process

Please apply online at:  
[www.governmentjobs.com/careers/charlottecountyfl](http://www.governmentjobs.com/careers/charlottecountyfl)

For more information on this position contact:

**Heather Bacus, Director of Human Resources**  
Charlotte County  
[Heather.Bacus@CharlotteCountyFL.gov](mailto:Heather.Bacus@CharlotteCountyFL.gov)  
941.743.1521

This position is open until filled. To view the status of this position, please visit:

[www.governmentjobs.com/careers/charlottecountyfl](http://www.governmentjobs.com/careers/charlottecountyfl)

Charlotte County is an Equal Opportunity Employer and values diversity in its workforce. Applicants selected as finalists for this position will be subject to a comprehensive background check.

### Resources

**Charlotte County**  
[www.charlottecountyfl.gov](http://www.charlottecountyfl.gov)

**Charlotte County Chamber of Commerce**  
[www.charlottecountychamber.org](http://www.charlottecountychamber.org)

**Economic Development**  
<http://clearedfortakeoff.com>

**Punta Gorda Chamber of Commerce**  
[www.puntagordachamber.com](http://www.puntagordachamber.com)

**Englewood Chamber of Commerce**  
[www.englewoodchamber.com](http://www.englewoodchamber.com)

**Utilities**  
[www.charlottecountyfl.gov/dept/utilities](http://www.charlottecountyfl.gov/dept/utilities)

