

VACANT POSITION
DEPARTMENT: COMMUNITY DEVELOPMENT
OBTAIN APPLICATION: [Careers with Spalding](#)
SUBMIT APPLICATION AND PROOF OF EDUCATION, TO:
employment@spaldingcounty.com or 119 E. Solomon St, Human Resources
CLOSING DATE: Position will remain open until filled

Job Title: Economic Development Planner (Position #1323)
Salary: Determined on Qualifications
Provisions of the Personnel Ordinance for Promotion/demotion/transfer
Work Schedule: 8:00 am – 5:00 pm, M-F; overtime as required

This position has been determined to be exempt under the provisions of the Fair Labor Standards Act.

MINIMUM TRAINING AND QUALIFICATIONS: Bachelor's degree from an accredited college or university in urban or regional planning, economic development, public administration, economics, business administration, marketing, geography, public policy, communications, or a related field, supplemented by four years of progressively responsible experience in economic development, community development, municipal planning, business development, marketing, grant administration, project management, or a related field. An equivalent combination of education, training, and experience may be considered. Must possess and maintain a valid driver's license.

PREFERRED QUALIFICATIONS: Experience working in local government, a development authority, regional commission, chamber of commerce, or similar organization. Experience with business retention and expansion, site selection, redevelopment, grant writing and administration, economic development marketing, housing analysis, infrastructure planning, or development review is preferred.

AICP, CEcD, EDFP, GEDA professional development, grant management, project management, marketing, communications, or other relevant certifications are preferred.

GENERAL STATEMENT OF JOB: The Economic Development Planner leads business retention, recruitment, site readiness, development coordination, research, marketing, and assigned economic development projects for Spalding County. Serving as a central point of contact for businesses and development partners, the position coordinates County resources, analyzes opportunities, helps applicants navigate governmental processes, and advances investment, expansion, redevelopment, and community revitalization initiatives from initial inquiry through implementation and reporting.

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of office equipment and communications machines, equipment and/or tools etc. Must be able to use body members to work, move or carry objects or materials. Physical demand requirements are at levels of those for sedentary work.

ESSENTIAL JOB FUNCTIONS

- Leads business retention and expansion outreach by maintaining regular contact with established industries, conducting business visits, coordinating roundtables and surveys, identifying operational or workforce concerns, and following issues through resolution.
- Supports business recruitment and site-selection activities by building relationships with prospects, developers, property owners, brokers, utilities, municipalities, chambers of

commerce, educational institutions, workforce partners, development organizations, and state and regional agencies; responds to requests for information and coordinates site visits.

- Maintains an inventory of available commercial and industrial properties, including site profiles, ownership, zoning, infrastructure, utilities, environmental or due-diligence status, and site-readiness needs.
- Collects and analyzes economic, demographic, workforce, housing, employment, tax-base, market, and industry data; evaluates development proposals and related policies; and coordinates technical input from Planning and Zoning, Building and Plan Review, GIS, Transportation, Public Works, Finance, and other departments.
- Guides businesses and developers through planning, zoning, permitting, infrastructure, incentives, financing, workforce, grant, and other governmental processes without making unauthorized commitments of County funds, approvals, incentives, or representations.
- Manages assigned economic development projects by preparing scopes of work, schedules, budgets, procurement documents, consultant coordination, progress reports, risk tracking, and performance measures.
- Researches federal, state, regional, and private funding opportunities; prepares grant applications; and manages assigned grant budgets, procurement, compliance, monitoring, reimbursement, reporting, and closeout.
- Supports the review and administration of authorized incentive proposals, development agreements, memoranda of understanding, and partner commitments, including related analysis and briefing materials.
- Develops economic development marketing strategies and accurate content for websites, social media, presentations, brochures, newsletters, photography, video, and other materials promoting County businesses, sites, workforce, infrastructure, and investment opportunities in accordance with County standards.
- Represents Spalding County at business meetings, conferences, trade shows, networking events, public meetings, workshops, and community activities. Some night and weekend work may be required.
- Maintains business, prospect, grant, project, property, and performance records in designated systems and protects confidential or proprietary information in accordance with public records, retention, procurement, ethics, grant, communication, and County policies.
- Prepares maps, reports, presentations, correspondence, budget information, briefing materials, impact analysis, and recommendations for County leadership, boards, partner agencies, and the public.
- Performs other related duties as assigned.

September 30, 2026

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