

**TAMARA HILLMER PRESENTED QUARTERLY REPORT ON EARLY CHILDHOOD AND  
READING DEVELOPMENT PARTNERSHIP AT THIS TIME. NO ACTION WAS TAKEN**

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**ORDER: TABLE MOTION AUTHORIZING COUNTY ADMINISTRATOR  
TO ADVERTISE FOR DIRECTOR OF PLANNING AND  
COMMUNITY DEVELOPMENT POSITION**

Motion was made by Kevin Frye, duly seconded by Chad McLarty, to table motion authorizing County Administrator to advertise for Director of Planning and Community Development position.

The vote on the motion was as follows:

Supervisor Kevin Frye, voted yes  
Supervisor Jeff Busby, voted yes  
Supervisor David Rikard, voted yes  
Supervisor Chad McLarty, voted yes  
Supervisor Mike Roberts, voted no

After the vote, President Busby, declared the motion carried, this the 18<sup>th</sup> day of March, 2019.

  
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Jeff Busby, President  
Board of Supervisors

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Sherry Wall, Chancery Clerk

**Early Childhood and Reading Development Partnership  
Oxford School District-Lafayette County School District-City of Oxford-Lafayette County  
Progress Report  
November 2018 - January 2019**

Prepared by: Tamara Hillmer, Director of Early Childhood and Reading Development

**A. PROJECT SUMMARY**

The community partnership will build an Early Childhood and Reading Development Program in the Lafayette County and Oxford Community dedicated to ensuring that all children can read proficiently by the end of third grade. The Early Childhood and Reading Development Program will build and strengthen community partnerships in the areas of school readiness, school attendance, out of school learning opportunities, and children's health and wellness.

**B. STATUS OF ACTIVITIES DURING THE REPORTING PERIOD**

November 2018	
<b>Collaboration Partners for the Month:</b>	
United Way of Oxford and Lafayette County	LOU Reads
Oxford School District	Lafayette County School District
Excel By 5	National/Mississippi Campaign for Grade-Level Reading
Barksdale Reading Institute (BRI)	Lafayette County Oxford Public Library
<b>Activities/Events:</b>	
Barksdale Reading Institute (BRI) Structured Literacy Training: Phonological Awareness (Nov 1-2)	
Campaign for Grade-Level Reading Webinar about Peer Learning Among Coalitions (Nov 1)	
Tamara Hillmer, Mary Beth Moore, Aimee Brewer, Dawn Brazell, and Meagan Monroe attended the Training of Trainers for the LOU Parent Academy. These are training of the trainer modules held in Jackson (Nov 9)	
LOU Parent Academy was held at Bramlett Elementary School for parents of three-, four-, and five-year-olds in the LOU Community. Twenty-one parents were in attendance. (Nov 13)	
Hillmer earned her CDL to drive the Literacy Bus (Nov 15)	
Mississippi Campaign for Grade-Level Reading Data Meeting in Jackson (Nov 16)	
Met with BES Kindergarten PLC with OSD Literacy Coach to discuss MCCR Standards (Nov 27)	
LOU Parent Academy was held at Lafayette Lower Elementary School for parents of three-, four-, and five-year-olds in the LOU Community. Twenty-five parents were in attendance. (Nov 27)	
Replenished Little Free Libraries (nine in the area)	

December 2013

**Collaboration Partners for the Month:**

United Way of Oxford and Lafayette County	LOU Reads
Oxford School District	Lafayette County School District
Excel By 5	National/Mississippi Campaign for Grade-Level Reading
MS Department of Education (MDE)	Lafayette County Oxford Public Library
Literacy Achievement Bonanza/Jackson State University	The Yoknapatawpha Arts Council

**Activities/Events:**

Attended an informational meeting hosted by the Literacy Achievement Bonanza at Jackson State University about a possible spring break camp or summer camp for kindergarten through fifth grade students (Dec 4)

Hillmer met with the Excel By 5 Steering Committee to discuss the future of the LOU Reads/EB5 Partnership (Dec 6)

LOU Reads members sorted donated and new books for the Mobile Literacy Project (Dec 10)

A group of LOU Reads members attended the MDE Early Childhood Training Series in Oxford- Topic: Early Childhood Policy and Practices (Dec 12)

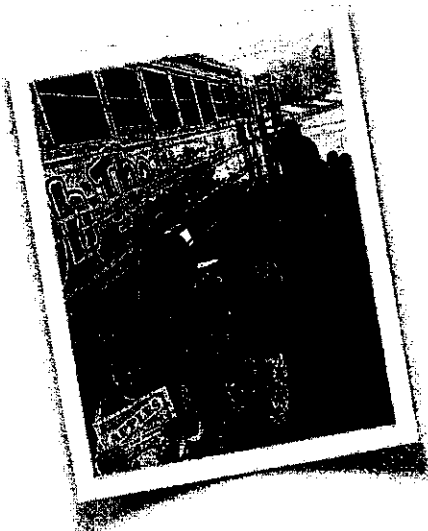
Campaign for Grade-Level Reading Webinar about Pacesetter Honors (Dec 17)

Out-of-School Time Coffee Hour was hosted by The Yoknapatawpha Arts Council. Many learning opportunities were shared. (Dec 19)

Books were distributed to the PreK students at BES (Dec 19)

We were awarded the Early Learning Collaborative Grant in the amount of \$2,051,100. (Dec 21)

Replenished Little Free Libraries (nine in the area)



January 2019

**Collaboration Partners for the Month:**

United Way of Oxford and Lafayette County	LOU Reads
Oxford School District	Lafayette County School District
Excel By 5	National/Mississippi Campaign for Grade-Level Reading
MS Department of Education (MDE)	Lafayette County Oxford Public Library
Tallahatchie River Foundation	The Yoknapatawpha Arts Council
Read to Them	Mississippi Workforce Development
Willie Price Lab School	Mary Cathey Head Start, ICS

**Activities/Events:**

BES Teachers attended a Conscious Discipline Training (Jan 4)
Hillmer had a conference call with Read to Them about an opportunity for LOU Reads to partner with local schools to take part in Mississippi Reads One Book during the Fall of 2019 (Jan 7)
LOU Parent Academy was held at Bramlett Elementary School for parents of three-, four-, and five-year-olds in the LOU Community. Twenty parents were in attendance. (Jan 8)
Hillmer met with the Tallahatchie River Foundation to discuss a report of Mississippi's Public Voice. The report will be published this spring (Jan 9)
LOU Reads Co-Conveners met to discuss the Winter Coalition Meeting (Jan 15)
Out-of-School Time Coffee Hour was hosted by The Yoknapatawpha Arts Council. Many learning opportunities were shared. (Jan 16)
Hillmer attended the Mississippi Workforce Development Session with Dr. Levitt, renowned neuroscientist who studies young minds of children birth to age three (Jan 17)
Hillmer collaborated with the Petal ELC (Jan 17-18)
LOU Parent Academy was held at Lafayette Lower Elementary School for parents of three-, four-, and five-year-olds in the LOU Community. Twenty-six parents were in attendance. (Nov 27)
Campaign for Grade-Level Reading Webinar about the Integrated Learning System (Jan 24)
Representatives from the LOU Early Learning Collaborative had an initial meeting with MDE in Jackson (Jan 23)
LOU Reads Winter Coalition Meeting (Jan 24)
A group of LOU Reads members attended the MDE Early Childhood Training Series in Oxford- Topic: Early Learning Guidelines and Standards (Jan 28)
Hillmer met with Willie Price Lab School about the LOU Early Learning Collaborative (Jan 29)

Hillmer attended a LETRS for Early Childhood Educators Training. Hillmer is currently undergoing the re-certification process or LETRS. (Jan 30-31)

Replenished Little Free Libraries (nine in the area)



### C. PROGRAM GOALS FOR NEXT REPORTING PERIOD (February- April)

Goals
We are planning for new PreK classrooms and improvement of instruction of PreK classrooms in our LOU Early Learning Collaborative.
Early Childhood Providers Outreach and Professional Development- Working with LOU Reads members to identify needs of local schools/centers.
Mobile Literacy Project Enhancement with Partners- Plan a visit to LLES PreK to distribute books.
Continue to promote and deliver LOU Parent Academy Trainings throughout the community

### D. Upcoming Events

Events/Info
February 12- Parent Academy at BES from 5:30-7:00pm (Topic- Early Reading Skills)
February 26- Parent Academy at LLES from 5:30-7:00pm (Topic- Early Reading Skills)
February 20- Out of School Time Coffee Hour at 9:00am at OPC's New Building
March 19- Parent Academy at BES from 5:30-7:00pm (Topic- Early Math Skills)
March 26- Parent Academy at LLES from 5:30-7:00pm (Topic- Early Math Skills)
March 20- Out of School Time Coffee Hour at 9:00am (location TBA)
April 9- Parent Academy at BES from 5:30-7:00pm (Demonstration and Celebration Night)
April 23- Parent Academy at LLES from 5:30-7:00pm (Demonstration and Celebration Night)
April 30- Spring LOU Reads Coalition Meeting at the Oxford Chamber of Commerce Building from 3:00-4:30pm
NOTE: For up-to-date info and pics, follow LOU Reads on Facebook, Twitter, and Instagram - @loureads38655

#### **E. L.O.U. Early Learning Collaborative Update**

The Mississippi Department of Education (MDE) issued the request for proposals on July 26, 2018 and accepted applications through Sept. 21, 2018. The MDE reviewed all nine applications received. Five applicants gained the required points to qualify for the interview round, and the MDE submitted all five applicants for the SBE's final approval. The new collaboratives are (lead partners):

- Cleveland School District
- George County School District
- Hattiesburg Public School District
- Oxford School District
- Marion County School District

Currently, there are 14 collaboratives. This brings the total to 19 Early Learning Collaboratives across the state of Mississippi. The existing collaboratives are:

- Canton Early Learning Collaborative
- Clarke County Early Learning Collaborative
- Coahoma Early Learning Collaborative
- Corinth-Alcorn-Prentiss Early Learning Collaborative
- Greenwood-Leflore Early Learning Collaborative
- Grenada Early Learning Collaborative
- Lamar County Early Learning Collaborative
- McComb Community Collaborative for Early Learning Success
- Monroe Early Learning Collaborative
- Petal Early Learning Collaborative
- Picayune School District Pre-K
- Starkville-Oktibbeha Early Learning Collaborative
- Sunflower County Early Learning Collaborative
- Tallahatchie Early Learning Alliance

The L.O.U. Early Learning Collaborative was chosen to receive \$2,051,100 in funding to provide high-quality early childhood education programs to 4-year-old students at Bramlett Elementary, Lafayette Lower Elementary, Willie Price Lab School, and Mary Cathey Head Start. We will be able to add four Pre-K classrooms within our community (2 at Mary Cathey Head Start and 2 at Willie Price Lab School), as well as support and enhance the 14 existing classrooms with the L.O.U. Early Learning Collaborative. This brings 76 new seats to the existing 242 seats to benefit both city and county students.

The L.O.U. Early Learning Collaborative was fully funded for 318 seats (\$2,150 per seat) within 18 classrooms:

- Bramlett Elementary: 7 existing classrooms (17 each) = 119 seats
- Lafayette Lower Elementary: 3 existing classrooms (15 each) = 45 seats
- Willie Price Lab School: 1 existing classroom (18 each) and 2 new classrooms (18 each) = 54 seats
- Mary Cathey Head Start: 3 existing classrooms (20 each) and 2 new classrooms (20 each) = 100 seats

Under the Early Learning Collaborative Act of 2013, the cost determined for providing pre-kindergarten services to four-year-old children comes to \$4,300 per child enrolled in a full-day program. The Mississippi Department of Education (MDE) provides half of these costs (\$2,150). The MDE requires that the other half be provided by local matching funds, which may include: local state tax dollars, federal dollars, tuition, philanthropic donations, and in-kind donations of facilities, equipment, and services required as a part of the program.

Within the L.O.U. Early Learning Collaborative, federal dollars, in-kind donations, and tuition (at two sites), are being utilized as local matching funds. We also look forward to accepting Pre-K Tax Credit donations. The Mississippi Department of Revenue can approve 1:1 tax credits up to the amount the legislature appropriates to the Early Learning Collaborative Act each year. This year's appropriation is \$6.5M. The L.O.U. Early Learning Collaborative will be in contact with local businesses/corporations and individuals in order to inform them of this opportunity to support early childhood education in the L.O.U. Community (see info at the end of document).

The Oxford School District serves as the lead partner for the L.O.U. Early Learning Collaborative, through which the funds will flow. Tamara Hillmer serves Oxford as the Director of Early Childhood and Reading Development and Lead Coordinator of the L.O.U. Early Learning Collaborative.

The L.O.U. Early Learning Collaborative will utilize the funds in the following ways:

- Salaries for Teachers and Assistants
- In-State Travel required by MDE
  - Collaborative Meetings
  - Summer Conference
- Educational Materials
  - OWL Curriculum
  - Teaching Resources for all disciplines
  - Classroom Materials
- Contracts
  - Head Start to be open 180 days



- Program Evaluation
  - CLASS Evaluation
  - Trainings for CLASS Observers
  - Trainings for Teachers/Assistants through CLASS video library/resources
- Equipment/Technology
  - Furniture and materials to start four new classrooms
  - iPads/Cases
  - Active Panels
- Professional Development
  - LETRS for Early Childhood Educators
  - Possibly Conscious Discipline
- Assessments for Students
  - STAR Early Literacy
  - Brigrance

#### F. Mississippi PreK Tax Credit Information

## STATE TAX CREDIT

Investing in Pre-K

### The Importance of High-Quality Pre-K in Mississippi

When children start school without important skills, it becomes harder and harder for them to achieve their potential without considerable intervention. These challenges can often lead children to face more severe issues, such as being retained in a grade, experiencing discipline troubles, and failing to finish high school. Mississippi must help families get their children ready to succeed in school.

### Costs for Providing Pre-K

Under the *Early Learning Collaborative Act of 2013*, the costs for providing pre-kindergarten services to four-year-old children amount to \$4,300 per child enrolled in full-day programs and \$2,150 per child enrolled in half-day programs. The State of Mississippi provides half of these costs (\$2,150 per child enrolled in full-day pre-K and \$1,075 per child enrolled in half-day pre-K). However, the State requires that the other half be provided by local matching funds, which may include local tax dollars, federal dollars (as allowed), parent tuition, philanthropic contributions, or in-kind donations of facilities, equipment, and services required as part of the program, such as food service or health screenings.

### Mississippi's Investment in High-Quality Pre-K

In 2013, the State of Mississippi took a historic step by passing the *Early Learning Collaborative Act of 2013*. The law established a collaborative delivery, state-funded pre-K program in which private or parochial schools, private childcare centers, and/or Head Start centers may join with a local public school district and compete for state funds in order to provide pre-kindergarten services to a specific community. In the first cohort, 11 collaboratives were funded, representing the first-ever investment the State of Mississippi has made in pre-K. All funded collaboratives will adhere to state regulations requiring that they meet nationally recognized standards of quality.

### How Businesses Can Help

Start by contacting your local collaborative to become engaged in community plans. Work with the collaboratives and local chambers of commerce to make pre-K a success in your community. The State Department of Education, local communities, parents, children, and the business community are all partners in the voluntary pre-K initiative. Business has an opportunity to lead the way, especially in using the new pre-K state tax credit to support the local collaboratives.

# STATE TAX CREDIT

Investing in the Future



## The State Tax Credit

Individuals or corporations who make a contribution to support the local matching fund of an approved early learning collaborative may be eligible to receive a state tax credit for the donated amount up to \$1,000,000. The Mississippi Department of Revenue can approve 1:1 tax credits up to the amount the legislature appropriates to the *Early Learning Collaborative Act* each year. For 2018, the legislature appropriated \$6.5 million; therefore, the sum of the donations eligible for the tax credit may not exceed \$6.5 million. If you make a donation after the cap has been reached, you will not be eligible to receive the tax credit.



## Securing the Tax Credit

To donate to a collaborative and receive the state tax credit, follow these steps:

1

Contact the Lead Partner for the collaborative to which you wish to donate. A list of all the approved early learning collaboratives is found below, along with contact information for the person responsible for collecting donations.

2

The Mississippi Department of Education tracks qualifying donations towards the cap. They will share this information with all the lead partners of the collaboratives. When contacting the lead partner, verify that the cap has not been reached.

3

After you make a donation, the Mississippi Department of Education will issue you a donation certificate documenting that you have contributed to the local matching funds of an approved collaborative.

4

Indicate your donation when you file your state taxes. Use form 80-401, which can be found on the Department of Revenue's website.

# STATE TAX CREDIT

## FAQS

### 1. How do I make a qualifying donation to a pre-K collaborative?

Contact the Lead Partner for the collaborative to which you wish to donate. A list of all the approved early learning collaboratives is found below, along with contact information for the person responsible for collecting donations. You may donate to the collaborative as a whole or to a specific provider within the collaborative. Collaboratives always welcome cash donations. However, you can also donate in-kind resources, such as goods or services. Contact the collaborative first to see if the goods or services will be accepted. Once you have made a donation, the Mississippi Department of Education (MDE) will issue you a donation certificate to allow you to claim the tax credit when you file your taxes.

### 2. If I want to donate to a specific provider instead of the whole collaborative, how do I do that?

Follow the same steps that you would to donate to the collaborative, except tell the Lead Partner that you want your donation to be earmarked for a specific provider.

### 3. Is there a limit on how much of a tax credit I can claim?

You can donate an unlimited amount to a collaborative or specific provider. However, any individual or organization can only receive a credit of up to \$1,000,000.00 in a single year.

### 4. How do I claim the pre-K tax credit?

When you file your taxes, you must fill out form 80-401, which can be found on the Department of Revenue's website each year. The Department of Revenue will verify your eligibility through MDE. Keep your donation certificate as your documentation.

### 5. What is the total amount of credits available for this tax year?

The Mississippi Department of Revenue can approve 1:1 tax credits up to the amount the legislature appropriates to the *Early Learning Collaborative Act* each year. For fiscal year 2018, the legislature appropriated \$6.5 million; therefore, the sum of the donations in this calendar year eligible for the tax credit may not exceed \$6.5 million.

### 6. When do I need to make my donation in order to claim the tax credit?

Donations must be made during the calendar year for which a tax return is filed. For tax returns filed during next calendar year, the donation must be made this calendar year.

### 7. How will the Department of Revenue determine who receives the tax credit if the cap is reached?

MDE issues a donation certificate to donors in the order that donations are received to ensure that the tax credit is available at the time of donation. As long as you have a donation certificate, you can claim the tax credit, regardless of the order in which you file your state taxes. This new process incentivizes donors to donate early in the year, rather than wait until December.

### 8. As an individual, if I have too much money withheld from my income and I make a qualifying donation in order to claim the tax credit, how much money will I get in a refund?

A tax credit reduces the amount of taxes that a person owes. The Department of Revenue (DOR) will first calculate the amount of taxes you owe based on your income. This is called your tax liability. DOR will subtract from your tax liability any tax credits you can claim. Then, your withholdings (money that you had withheld for taxes from your paycheck each pay period), if any, will be applied to the amount of remaining tax liability after subtracting your tax credits. If you have had more taxes withheld from your paycheck than your remaining tax liability after subtracting your tax credits, you will qualify for a refund for the amount of withholdings that you overpaid.



For example, let's assume that you earned \$50,000 in taxable income in a year, and you are required to pay 20% in taxes, or \$10,000. (In other words, your tax liability is \$10,000.) During the tax year, you also made a qualifying donation of \$2,000 to your local collaborative. This donation means you can claim a \$2,000 tax credit, which will reduce your tax liability to \$8,000.

**Tax liability of \$10,000 - Tax credit of \$2,000 = Remaining tax liability of \$8,000.**

Let's also assume that you had \$8,500 withheld from your paycheck over the course of the year. Because your withholdings were greater than your remaining tax liability, you would qualify for a refund in the amount of the overpayment:

**Remaining tax liability of \$8,000 - Withholdings of \$8,500 =  
Overpayment of \$500 = Refund of \$500**

**MISSISSIPPI  
FIRST**

It is very important to note that while your withholdings are refundable, the tax credit itself is not refundable. This means that if you make a qualifying donation that is greater than your tax liability, you will not get a "refund" for the amount of the donation greater than your liability.

For example, let's assume again that your tax liability is \$10,000, but this time, you make a qualifying donation of \$15,000. Since the tax credit is not "refundable," you will not receive the \$5,000 as a refund; instead, your current year tax liability has been reduced to \$0. Since your tax liability is \$0 in this example, any withholdings from your earnings will be returned to you as a refund.

What happens to the \$5,000 from our example above? The pre-K law allows donors to "carry forward" unused portions of the tax credit. In other words, if you can claim a tax credit that is greater than your tax liability in the year you donated, you can "carry forward" the unused portion for the next three years to apply to future taxes. As in our example, if you donated \$15,000 but only owed \$10,000, you can apply the \$5,000 extra that you donated in this tax year to your taxes for next year. Tax credits that are "carried forward" do not count against the cap, so if you donate extra this year and the cap is reached next year, you can still use your remaining tax credit next year.

**9. If my company pays too much in its quarterly estimated tax payments and makes a qualifying donation in order to claim the tax credit, how much money will the company receive in a refund?**

See the answer to #8. The process to calculate a refund would be the same, except instead of withholdings, a company should substitute its estimated tax payments.

**10. Is the tax credit refundable?**

No. See the answer to #8 to understand what refunds you might qualify for.

**11. How will I know when the tax credit cap is reached if I want to donate?**

Your local collaborative can tell you what remains of the tax credit at the time you wish to donate. Remember, regardless of when or if the cap is reached, the Department of Revenue will award the tax credit to donors with a donation certificate when they file their taxes.

**12. Do I need to file my taxes quickly in order to claim the tax credit?**

No, because MDE is now tracking tax credit eligibility in real time, donors with a donation certificate will receive the credit regardless of when they file. The Department of Revenue publishes the forms and instructions for state taxes in January of each year. As soon as the new form is out for claiming a tax credit, you can file your tax return.

**13. Can I claim the state tax credit and a federal tax deduction for the same qualifying donation?**

The state tax credit is available to any person or organization that makes a qualifying donation, regardless of whether that donation has been used to claim a federal tax deduction. To learn more about federal tax deductions for charitable contributions, go to <http://www.irs.gov/uac/Eight-Tips-for-Deducting-Charitable-Contributions>.

**14. How will I know what the cap is every year?**

The legislature must annually appropriate money to fund the pre-K program. The tax credit cap is dependent upon this annual appropriation. Your local collaborative can tell you what money was appropriated and, therefore, what the cap is.

**15. What if I am eligible for a state tax credit larger than what I owe in state taxes?**

You can "carry forward" unused portions of the tax credit for up to three years. See the answer to #8 for more explanation.

# **Lafayette County - Job Description**

## **General Administration**

### **Director of Planning and Community Development**

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#### **Purpose of Position**

Serves as Director of Planning and Community Development for Lafayette County. Provides professional level management support to the Board of Supervisors and County Administrator in coordinating and executing the development plans of Lafayette County.

General responsibilities include: maintaining and improving the quality of life of residents, visitors, property owners, and businesses of Lafayette County through effective planning and land use policies, programs and services; overseeing planning activities; ensuring compliance with all state and federal regulations; implementing projects and programs that support strategic growth initiatives; community development and redevelopment planning, including short and long-term community development plans; research and data analysis; development of public facilities and infrastructure; and other development, redevelopment or capital improvement programs or projects. Additional responsibilities include coordinating with external entities and community partners to assist in: commercial, office and industrial development; business attraction and retention; small business development initiatives; and, economic development.

Supervise the following Departments: Building, Planning and Zoning Department, Solid Waste Department, and Building & Grounds.

#### **Duties and Responsibilities**

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##### **Supervision Received**

The immediate supervisor for this position is the County Administrator for Lafayette County.

##### **Supervision Exercised**

The Director of Planning and Community Development supervises approximately 30 full time employees and coordinates the activities of citizen advisory boards as designated.

#### **ESSENTIAL FUNCTIONS**

- Works closely with the County Administrator and County Attorney on all operations.
- Assists in developing, utilizing and monitoring department budget(s).
- Handles complaints from the public regarding applicable County services.
- Assists in managing work schedule for departments.
- Reviews work logs prepared by each department.

##### **Planning and Community Development Functions:**

- Coordinates and consults with the Building, Planning and Zoning Department to review building and site plans and specifications pursuant to applications for permits and works with the Planning Commission as an advisory member.

- Meets with potential developers, assesses development proposals (site plans, special exceptions, rezonings).
- Works in cooperation with other Planning staff and appropriate staff in other departments and at the City of Oxford to provide assistance, including for special projects.
- Studies existing problems in the County and identifies solutions that fit within both physical and financial constraints.
- Identifies funding sources for programs; participates in writing and administering grants.
- Coordinates activities with consulting engineers, architects and other professionals on expansion projects by County departments and private entities.
- Oversees implementation and updating of the Comprehensive Plan and other plans, goals and policies established by Lafayette County.
- Assists in site analysis by working with developers, realtors and area landowners, researching properties and businesses, and participating when called upon in preparing information packets and facilitation of prospect tours.
- Coordinates design of marketing/outreach materials to ensure public exposure to program offerings through print publication design, web site editing, social media, e-newsletters, direct mail and other applicable mediums.
- Becomes familiar with the existing inventory of available buildings, business and residential development sites within the community, including both public and private buildings and land areas. Coordinates development and promotion of site or land use plans where applicable.
- Provides professional community development advice, serves as an advocate for community development and coordinates community development activities under the direction of the Board of Supervisors.
- Builds and maintains strong community relationships by representing the County as liaison, reporting and/or presenting to community groups, serving on various committees and providing support to other local entities including the City of Oxford, Oxford-Lafayette County Economic Development Foundation, Oxford-Lafayette County Chamber of Commerce and University of Mississippi.
- Maintains a relationship as liaison with various local, State, and Federal agencies, coordinating projects with agencies as deemed necessary and appropriate, i.e. HUD, MDA, Three Rivers, etc.
- Conducts business retention visits, compiles data resulting from visits, logs all relevant data, and reports annually on trends with recommendations as to programs or policies to assist in business support.
- Conducts research to identify emerging needs, trends, and services and compiles and analyzes data. Provides assistance in the development of short and long-term economic and community development plans in accordance therewith.
- Coordinates projects and marketing strategies by working with external economic development staff and community leaders, determining needs, analyzing trends, scheduling and coordinating meetings, implementing strategies, preparing and submitting reports, and developing solutions and strategic analysis.
- Provides support for proposals and responds to inquiries/requests for information.
- Coordinates meeting opportunities through prospect analysis and contact strategies, including trade show and targeted market visits.

**Review budgets for the related Departments:**

- Analyzes cost of equipment and supplies.
- Works closely with appropriate departmental personnel in order to determine and assess needs and requirements.
- Determines present and future capital needs.
- Develops list of capital needs and build into current and future budgets.
- Sets financial and operational goals for the following year.
- Meets with County Administrator on proposed budgets.

**Attend meetings as needed:**

- Provides opinions and guidance as requested regarding each project and any specific concerns the Board, Commission members, or general public may have.
- Prepares supplementary information regarding projects for the aid of Board and Commission members.

**Coordinate with contracted County Engineer**

- Works directly with County Engineer on all County projects.
- Stays current on the status of any state related project that is under the supervision of the County Engineer.

**Perform Other Duties as Directed****Knowledge, Skills, and Abilities**

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**Knowledge:**

- Considerable experience in community development, including prior administrative responsibility.
- Knowledge of County ordinances and subdivision regulations.
- Proper grammar and proper use of English.
- OSHA standards and regulations concerning employee safety.
- Federal and state statutes concerning the work of the departments.
- Experience in Microsoft word and excel.
- Mathematical skills, including addition, subtraction, division, and multiplication.
- General functions and operations of municipal government.
- Accountability for monetary, fiscal, budgetary, safety, and legal issues.

**Skills and Abilities:**

- Ability to work effectively with other County departments, providing technical assistance as needed.
- Work as a team member with other employees.
- Make decisions within specified time restraints.
- Communicate effectively with residents, elected officials, other County employees, contractors, etc., both orally and written.

- Maintain confidentiality.
- Work autonomously when necessary.
- Handle multiple tasks simultaneously with frequent interruptions.
- Deal with others in a professional manner.
- Maintain professional composure in heated situations.
- Follow departmental and County procedures.

### **Special Requirements**

- The person in this position must have a Bachelor's and/or Master's degree in Community or Economic Development or a related field. At least 5 years of experience in community or economic development or a related field is required.

### **Tools and Equipment Used**

- Computer, Calculator, various software tools, etc.

### **Physical Demands**

- Physical work involved with this position includes, but is not limited to, sitting and walking.

### **Work Environment**

- The Director of Planning and Community Development is a full time, permanent position. This person in this position works regular hours year-round with frequent overtime and night work. There is no shift work for this position. The Person in this position requires work done in all types of weather conditions. The stress level associated with this job is high.

### **Selection Guidelines**

Formal application, rating of education and experience; Oral interview and background investigation; and job related tests may be required.

The duties listed above are intended to be used only as an illustration of various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the requirements of the job may change.