

Economic Development Program Director



Department:

Reports To: BOCC

Pay Grade: NB/PW 27

FLSA Status: Exempt

Bargaining Unit: Non-bargaining

Updated: May 2019

SUMMARY

The Economic Development Program Director represents an outstanding opportunity for individuals who are driven to achieve results and support the County's mission, vision and priorities by applying transformational leadership skills to create a positive impact as well as on the communities we serve on the organization. This position is essential to the success of Chelan County in assessing community needs and developing, planning, and implementing economic development initiatives. The Economic Development Program Director is a key player in influencing an organizational culture focused on empowerment and belonging for all team members.

Under general supervision performs work of considerable complexity in economic development initiatives, policy development, planning, implementation, employer recruitment and attraction, site selection, incentive negotiation, employer retention, and grant coordination; performs related work as assigned.

This position will have a 3 year employment contract with an option to renew.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Identifies, develops, plans and implements economic development initiatives, policies and programs in support of the Board of Commissioners' priorities and vision for unincorporated Chelan County
- Assists the Board of County Commissioners in representing Chelan County on economic development boards and committees
- Assesses community needs and business climate issues
- Prepares economic development planning strategies and documents and coordinates resources to enhance, promote and/or introduce these programs and initiatives
- Aids with legislation tracking and advocacy initiatives as they relate to economic development
- Identifies and develops various funding resources, researches eligible grant funding opportunities; composes funding proposals, grant applications and related documents
- Partners with local, state, and federal workforce development agencies and educational institutions in coordinating, planning and implementation of strategies for effective job creation and sustainable employment

- Acts as a liaison and develops partnerships between the County departments, local, state, and federal governments, community stakeholders and local Port Districts
- Promptly responds to inquiries in a courteous manner; provides information within the area of assignment
- Presents at and facilitates meetings, develops agendas and reports on activity status
- Conducts statistical, analytical and market research on economic and development issues; identifies information needed to conduct studies; evaluates projects utilizing cost/benefit analysis, fiscal and economic impact and relevant multiplier factors
- Actively recruits and attracts potential businesses, assisting with infrastructure, site selection, and representing the department in negotiations on incentives and packages
- Collaborates with economic development entities in the drafting of press releases and social media campaigns as they relate to economic development initiatives
- Prepares annual departmental budget and projects future costs and allocations
- Maintains current knowledge of economic trends and activities in other communities

QUALIFICATIONS

Bachelor's degree in business/public administration, political science or related field and four years of experience in administrative services, operations analysis, strategic planning, business management or program management; combination of education, training and experience which demonstrates the ability to perform the duties of the position may be considered. Preferred qualifications include experience in communicating and bringing together aligned business interests, securing grant funding for initiatives, and representing their principal's interest before the public and elected officials. A current real estate license is a plus.

CERTIFICATES, LICENSES, REGISTRATIONS

A valid Washington State driver's license.

KNOWLEDGE, SKILLS AND ABILITIES

Requires knowledge of:

- Principles, practices and methods of local governmental structure and functions; procedures analysis and fiscal administration
- Federal, state, and local laws, policies, and guidelines governing public funds administration
- Understanding of Qualified Opportunity Zones under the Federal Tax Cuts and Jobs Act of 2017
- Principles and practices of grant programs, application procedures, and administrative requirements
- Principles of effective economic and community development, including site selection & business climate issues
- Principles guiding the legislative process
- Legal, ethical and professional rules of conduct for public sector
- Statistical analysis, technical writing, negotiation techniques and problem solving

Requires skill in:

- Gathering, preparing and analyzing information for presentations
- Drafting, revising and finalizing complex documentation and official correspondence
- Negotiating and developing of incentive package
- Anticipating needs or issues that may necessitate action
- Planning, coordinating and initiating action necessary to implement recommendations
- Developing spreadsheets, documents, and project schedules

Requires ability to:

- Represent the County's interests in a professional manner
- Work effectively with groups and individuals with differing interests, cultures, and communities, to establish and maintain effective working relationships
- Gather pertinent facts, interpret, analyze, evaluate and present with complete and logic conclusion and projections
- Organize and manage complex projects
- Address public and professional groups
- Work safely and support the culture of workplace safety
- Follow written and verbal instructions
- Communicate effectively verbally and in writing
- Maintain confidentiality when handling proprietary information
- Work independently and contribute to the success of a team

WORKING CONDITIONS

Work is performed independently with time split between an office environment and travel to other areas within the county and outside of the area. Will require travel to off-site facilities and meetings, which may be indoors or outdoors in inclement weather. Evening and weekend work may be required.

PHYSICAL REQUIREMENTS

Requirements of this position include but are not limited to: driving, working with and around others; hearing and speech to communicate with others; and finger dexterity for writing, computer work, and phones.