

# Port of Pend Oreille

## JOB DESCRIPTION

DEPARTMENT: Port

TITLE: Economic Development Director

DATE: 01/17/2024

REPORTS TO: Executive Director

### BASIC FUNCTIONS:

This position reports to the Executive Director of the Port of Pend Oreille. This position provides coordination of activities pertaining to economic and community development including planning and related activities. This position encourages community engagement and provides structure for collaboration and input from multiple sectors including businesses, county and local government, Kalispel Tribe of Indians, school districts, chambers, not for profits and the general public. The Economic Development Director fosters relationships and leads with vision and purpose. This position requires communication and coordination with other staff and offices and participation in the implementation of programs in Pend Oreille County and to a lesser extent, the local region. This position is exempt and works cooperatively and effectively with the public and other employees.

### QUALIFICATIONS:

- A bachelor's degree or related experience in a field such as business administration, planning, marketing, or communications or demonstrated experience in facilitating consensus and collaboration among a diverse group.
- Demonstrated experience in project management with a proven results-driven outcome.
- Must be highly organized and able to work with multiple projects, deadlines, and other stressful situations.
- Must be able to work with minimum supervision and exercise independent judgement.
- Ability to read and interpret documents: tact, discretion, and confidentiality with public; communicate orally, in written format, and electronically; listen and understand directives.
- Demonstrated capability to develop a budget, oversee performance to budget, forecast project costs and meet budget targets.
- Ability to solve practical problems and deal with a variety of variable situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, and schedule form.
- Must possess a valid Driver's License at all times.
- This position requires use of computer word processing, spreadsheets, database, document design, scheduling programs, network systems, internet, electronic mail, project management software and to a lesser extent Microsoft's suite of reporting and presentation software.
- Must successfully pass a background check and driving record check.

### **ESSENTIAL JOB FUNCTIONS:**

- Facilitate local economic and community development efforts including planning, coordination, business development, tourism, and the provision of technical assistance.
- Establish and maintain working relationships countywide with other organizations, agencies, tribes, local governments, and local business communities and provide leadership for economic and community development activities.
- Perform other economic and community development activities as may be assigned by the Executive Director and/or the Board of Commissioners.
- Track and report economic development activities, job creation, county marketing, grant creation and awards.
- Attend, conduct, and coordinate community meetings, workshops; fostering business development including start up, retention, expansion, and recruitment and serve as a resource for information and data.
- Develop and oversee reporting functions to the Port, the County and Washington Department of Commerce. Ensure compliance with each agency in performance as the Pend Oreille County's Associate Development Organization.
- Maintain office and accounting standards, informational and data resources, outreach efforts, and service delivery standards.
- Work collaboratively with Port staff, including Grant Writer to support Pend Oreille County's need for application, management, administration, reporting, and closeout of grant applications in compliance with requirements and regulations of local, state, and federal awards.
- Travel to various locations within the County and occasionally intra or inter State. This will include evening meetings and some overnight travel.
- Work in a team environment with minimal supervision, work on individual projects with minimal supervision, maintain effective internal communications with other staff and exhibit a leadership role.
- Travel may be required for this position on an as needed basis.
- This individual may be involved in confidential matters from time to time and must demonstrate the ability to implement this requirement.

### **WORKING CONDITIONS:**

Work is performed in an office setting with periods of standing, sitting, and kneeling. Hand-eye coordination and fine manipulation skills are necessary to operate computers and various office machines. This position also requires good listening skills and occasional lifting of up to 30 pounds. Regular and punctual attendance is required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.