

MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT (MCEDD)

TITLE: Project Manager

PURPOSE OF POSITION:

Under the general direction of the Executive Director, provides professional economic development, grants management, and project management services to members and regional organizations.

ESSENTIAL JOB FUNCTIONS:

Client Services

Assist member governments with the funding/financing of economic development improvements that may include business recruitment and relocation assistance, capital improvements planning, financial feasibility analyses, conducting public hearings and meetings, industrial land development, identifying appropriate funding sources, preparing grant and loan applications, etc.

Organize, direct, and monitor project team members including assigning work plans and project goals and tasks.

Coordinate and facilitate meetings and economic development related activities with committees, boards, councils, commissions, civic groups, and the general public.

Review and monitor work of project contractors and consultants.

Prepare progress/status reports, final reports, and work plans as required coordinating with clients and affected local, state and federal agencies agencies.

Operations and Support

Ensure project compliance, budgeting, and other contract requirements.

Resource Development

Market and promote MCEDD in order to retain and attract new business and projects for MCEDD.

Make presentations to boards, councils, commissions, civic groups, and the general public describing MCEDD purpose, goals, and services to promote opportunities within the region.

Serve as advocate for MCEDD identified projects in Federal, Oregon, and Washington agencies in order to obtain and maximize funding opportunities.

Participate in research, design, development and dissemination of marketing materials for MCEDD and contracted organizations.

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Respond to contacts from, or initiate contacts with member governments to identify, define and quantify economic development needs in such areas as public works, housing, recreation, planning, infrastructure, transportation, roads, and other areas which meet the mission of MCEDD.

AUXILIARY JOB FUNCTIONS:

Follow MCEDD policies and procedures.

Follow all safety rules and procedures for work areas.

Provide assistance to other staff as workload and staffing levels dictate.

Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility.

Maintain work areas in a clean and orderly manner.

Maintain cooperative working relationships with other District staff, member organizations, and the general public.

Other duties as assigned.

JOB QUALIFICATION REQUIREMENTS:

MANDATORY REQUIREMENTS: Excellent verbal and written communication skills; current software skills; proficiency in handling a multitude of varied projects without much guidance; demonstrated ability to establish and maintain effective professional working relationships; demonstrated ability to prepare timely, clear, and concise reports; working knowledge of rules and regulations governing local government, state and federal/community development programs; ability to work both independently and in a team environment; consistent reliability; proficiency in project budgeting and fund management, and positive "can do" attitude, especially to provide superb customer service.

Equivalent to a Bachelor's degree in public or business administration, economic development, or related field and two years directly related experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills, and abilities to perform the above duties.

SPECIAL REQUIREMENTS/LICENSES: Possession of valid driver's license.

DESIRABLE REQUIREMENTS: Previous experience in preparing grant funding requests, conducting public hearings, and project budgeting and accounting. Dreamweaver experience as well as graphic design and layout ability a plus.

PHYSICAL DEMANDS OF POSITION:

While performing the duties of this position, the employee is frequently required to sit, stand, communicate, reach and manipulate objects, tools, or controls. The position requires mobility. Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 25 pounds. Manual dexterity and coordination are required at least 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

WORKING CONDITIONS:

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Usual office working conditions. The noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises. Some evening meetings will be required. Moderate travel is required.

SUPERVISORY RESPONSIBILITIES:

Supervision of others is not a typical function assigned to this position. May provide training and orientation to newly assigned personnel.

SUPERVISION RECEIVED:

Works under the general supervision of the Executive Director.