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| TITLE | Deputy Director of Economic Development |
| DATE EST | April 2024 |
| OVERTIME | Exempt |

PURPOSE OF POSITION:

Under the general direction of the Executive Director, responsible for all aspects of MCEDD economic development services. Oversee all Economic Development Services division planning, operations, development, budgeting and staffing; ensure operational effectiveness and efficiency. Provide professional economic development, grants management, and project management services to members and regional organizations. Partner closely with the Executive Director to increase economic opportunities in MCEDD’s five-county service area and develop/ implement the regional economic development strategy. Provide regional leadership on economic development issues, and develop partnerships and support for all MCEDD programs. Support the Executive Director as needed on other projects for the benefit of MCEDD.

ESSENTIAL JOB FUNCTIONS:

The following duties are not intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Position assignments may vary depending on the business needs of the department.

Operations and Budget Management

- Mentor, guide and oversee the work of direct reports.
- Manage economic development contracts and sub-contracts.
- Ensure efficient and effective management and development of assigned staff, including effective recommendations on hiring, training, addressing employee grievances, and performance evaluations. Ensures adherence to personnel policies and procedures.
- Research and implement new economic development service options to meet growing needs.
- Maintain MCEDD and project websites to keep information current and relevant to agency projects.
- Oversee the development of program and economic development services division budgets. Including assuring program and division budgets and assure programs operate within budget.
- Identify appropriate funding sources, oversee and sometimes lead grant writing, and oversee grant management activities.
- Work with the Finance Manager to ensure that financial systems and procedures meet funder requirements.

Client Support

- Assist economic development service clients with the funding/financing and completion of economic development improvements that may include business recruitment and relocation assistance, capital improvements, planning, financial feasibility analyses, industrial land development, cluster development, and other economic development priorities.
- Identify appropriate funding sources and prepare grant and loan applications for economic development service clients, as appropriate.
- Organize, direct, and monitor project team members with clients including assigning work plans and project goals and tasks.

- Coordinate and facilitate meetings with committees, boards, councils, commissions, civic groups, and the general public.
- Review and monitor work of project contractors and consultants.
- Maintain and track inventory of equipment, materials and supplies specific to projects.
- Prepare progress/status reports, final reports, and work plans as required, coordinating with clients and affected local, state and federal agencies.

Outreach and Partnership Development; Develop and Maintain Regional Support for MCEDD Economic Development Service Programs

- Develop and maintain relationships with local governments; communicate to local/regional leadership the value of MCEDD economic development programs, and solicit/secure local funding allocations to support a strong economic development system.
- Develop and maintain relationships with regional partners, including organizations representing economic, workforce, and/or community development.
- Develop and maintain relationships with key funding agencies. Ensure organizational responsiveness.

Organizational Support and Resource Development

- Act as a thought partner to the Executive Director to pace and drive organizational development and meet core strategic purposes.
- Work closely with the Executive Director to support development and implementation of the region's Comprehensive Economic Development Strategy.
- 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 an 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.
- 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.
- Support other MCEDD projects as needed.

Auxiliary Job Functions

- Follow MCEDD policies and procedures. Follow all safety rules and procedures for work areas. Maintain work areas in a clean and orderly manner.
- Maintain cooperative working relationships with other District staff, member organizations, and the general public.
- Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility.
- Set goals and establish processes and procedures to accomplish the goals.
- Other duties as assigned.

JOB QUALIFICATION REQUIREMENTS:

Mandatory Knowledge and Abilities

Broad-based and detailed knowledge of community and economic development principles and practices; Working knowledge of project management, budgeting practices, strategic planning and employee development and supervision; Ability to identify, develop, and maintain strategic relationships/contacts with local, regional, and national public agency, non-profit and private industry managers; Ability to effectively instruct and direct staff by assigning, reviewing, and checking work; Ability to identify overall work objectives and priorities, and plan and carry out projects based on such; 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; ability to exercise discretion in confidential matters; proficiency in project budgeting and fund management; a positive “can do” attitude, especially to provide superb customer service.

Education, Licenses, and Certifications

Equivalent to a Bachelor’s degree in public or business administration, planning or economic development, or related field plus five years of progressively responsible supervisory or managerial service, preferably within an economic development setting, or any satisfactory combination of experience and training which demonstrates the knowledge, skills, and abilities to perform the above duties. A valid Oregon driver's license and access to a private vehicle or equivalent means of transportation will be a condition of employment for all employees whose work duties require, at any time, driving a motor vehicle. Must pass a criminal background check.

Desirable Knowledge and Abilities

Previous experience in preparing grant funding requests, grant implementation, conducting public meetings, staffing boards or commissions, and project budgeting and accounting. Ability to speak and write in Spanish.

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. Employee will be required to drive a motor vehicle to travel to various meetings. Reasonable accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS:

Usual office working conditions. The noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises. Occasional evening meetings and moderate travel within the region are required. This position is eligible to work remotely part of the time with supervisory approval; some in-office work is required weekly.

SUPERVISORY RESPONSIBILITIES:

Provides direct supervision of staff in assigned division(s). This position also supports and supervises other staff when serving as the delegated authority on behalf of the Executive Director in the Executive Director's absence.

SUPERVISION RECEIVED:

Works under the general supervision of the Executive Director.