

AGENDA ITEM FOR ADMINISTRATIVE MEETING

() Discussion only
(X) Action

FROM (DEPT/ DIVISION): Board of Commissioners

PROGRAM: Economic Development

SUBJECT: Community and Business Development Coordinator

<p>Request permission to reclassify the Economic Development Coordinator position to a newly created Community and Business Development Coordinator position at Range 34.</p>	<p>(X) <u>ACTION REQUESTED:</u></p> <p>Approve the reclassification of the Economic Development Coordinator position to a Community and Business Development Coordinator position at Range 34.</p>
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ATTACHMENTS: Job Description

Date: (8/31/22)

Submitted By: Commissioner John Shafer

*****For Internal Use Only*****

Checkoffs:

- () Exec. Asst.
- () Dept. Head (copy)
- () Human Resources (copy)
- () Budget (copy)
- () Fiscal
- () Legal (copy)
- () Other-List:

To be notified of Meeting:

Needed at Meeting:

PLEASE RETURN THIS FORM AND ATTACHMENTS TO OFFICE MANAGER

Scheduled for meeting on: September 7, 2022

Action taken:

Follow-up:

UMATILLA COUNTY

POSITION DESCRIPTION

Department: *Board of County Commissioners*
Position Title: *Community and Business Development Coordinator*

Employee Name: _____

Effective Date: _____

Job Series: **Economic Development** **Salary Range:** **34**
Union Covered: **No** **BOLI Exempt:** **No**

GENERAL DESCRIPTION OF POSITION

Provides assistance and coordination for Community/Business Development in economic development/tourism activities for the County.

Coordinates with and supports the Commissioners in the formulation, development, and implementation of economic development/tourism strategies, programs, and projects throughout the County, and implements the projects and the policies of the Commissioners.

Works as the liaison to local, state, regional and federal economic agencies or groups. Works with the County tourism program on local projects.

Manage, direct, and integrate current and advanced economic planning programs and strategies that enhance the County's business environment working with diverse stakeholders. Specific areas of focus include support of local businesses, including innovation and start-ups, new investment especially in the enterprise zone(s) and urban renewal districts. The position develops strategies to retain and grow existing businesses and recruit targeted industries, creates employment opportunities and increase the tax base. These tasks are illustrative only and may include other related duties.

Develops and maintains an information resource to provide existing and prospective businesses with local demographic, land and building resources, business development financing and other key information.

Works in partnership with the tribe and cities within Umatilla County to support the partnerships with and raise the visibility of Umatilla County as a whole to further and strengthen the economy of the County.

Identifies and pursues federal, state, and private economic development funding opportunities that are consistent with the local economic development strategy.

SUPERVISORY RELATIONSHIPS

Reports directly to, and receives direct supervision from the Board of Commissioner liaison to Economic Development.

PRINCIPAL DUTIES OF POSITION

1. Attends meetings, develops and maintains a professional relationship with individuals, departments, agencies and others in Umatilla County involved in Economic Development/Tourism activities.
2. Implements and carries out economic development projects as developed and instructed by Commissioner liaison.
3. Develops an awareness of opportunities for Community and Business Development to assist with existing business growth and expansion to their maximum capability. Coordinates these opportunities with the Board of Commissioners for strategic decisions.
4. Develops an awareness of workforce issues and an understanding of the needs of employers in Umatilla County through meetings with individuals and conferences involved with these issues.
5. Develops an awareness of workforce housing studies
6. Coordinates Business Oregon referrals with the Board of Commissioners. Understands the Business Oregon Prospector project referral process and coordinates a response where applicable.
7. Assists and coordinates the siting of new business to Umatilla County. Becomes aware and proficient in the incentive programs available.
8. Develops an inventory of available sites in Umatilla County for new business and housing.
9. Coordinates and administers the Economic and Community Development Grants program, receiving applications, scheduling meetings, and tracking the grants through the process.
10. Monitors grant sources for Community and Business Economic Development/Tourism and other county departments. Coordinates the application process to maximize participation.
11. Provides Community and Business Economic Development/Tourism information available, when appropriate, to meetings, news media and others.
12. Provides technical assistance in community and business economic development/tourism procedures or projects to Umatilla County cities and other public or private agencies, as appropriate.
13. Provide information to local businesses on Federal, State, and Local economic development programs. Formulates plans and programs to attract new business. Assist the County in identifying and addressing weaknesses and threats to economic development. Recommend program improvements as needed. Respond to all business leads of interest to the County.
14. Serve as a liaison with Cities in Umatilla County to promote and retain businesses and assist with their Enterprise Zones as needed.
15. Develops tracks and reports metrics that evaluate success in achieving established economic development goals.

16. Manages public information, outreach, promotion and marketing functions with regard to economic development programs and activities.
17. Develop, manage, and monitor the budget for the economic development program. Establish and monitor appropriate department financial measures. Interprets and uses financial data to make informed business decisions. Prepare grant proposals and manage grant funds.
18. Stay apprised of changes in laws affecting the responsibilities of community development. Including thorough knowledge of Oregon Administrative Rules, Oregon Revised Statute requirements for both the State Department and Commissioner of Land Conservation and Development, and Oregon Department of Transportation.
19. Act as the point of contact and County liaison for regional broadband planning and program

OTHER DUTIES OF POSITION

1. Other duties responsibilities as may be assigned.
2. Position requires the ability to keep information confidential and will maintain a confidential relationship with the Commissioners and project relevant County staff.
3. Consult and seek direction from Board and other county staff, as needed, for purposes of complying with the functions and duties specified for this position.
4. Avoid conduct, activities or associations that could reasonably be expected to bring discredit to the county and create any potential or actual conflict of interest.
5. Conduct self and represent the county in an appropriate and professional fashion.
6. Exercise suitable judgment in managing time, using county resources, and making commitments that create expectations of the county.

REQUIREMENTS FOR POSITION

- Bachelor's degree in Public Administration, Business Administration, Economics, Marketing, Urban Planning, or related field which provides the knowledge to perform the essential functions of the position preferred but not required.
- 5 years' experience in business or economic development, planning, commercial real estate, marketing, business management, and/or community development including extensive experience in managing economic development projects, including sales that demonstrates the ability to successfully perform the duties of the position.
- Experience assisting startup companies and or business retention and expansion and providing financial assistance to growing businesses preferred. Private sector business management experience is an asset.
- **KNOWLEDGE, SKILLS AND ABILITIES**
- Excellent analytical, financial analysis and organizational skills. Ability to solve complex problems and issues. Ability to develop innovative and creative solutions which align with the priorities of the County and the community vision, strategies and plans. Ability to monitor and evaluate programs for desired results.
- Knowledge and understanding of economic development and community development related issues including in the areas of; planning building, environment, business financing, real estate, and business location, expansion and recruitment. Ability to foster economic diversity and capitalize on opportunities associated with emerging

technologies.

- High level of technical expertise related to local, state, and federal economic development programs as well as all aspects of the evaluation of proposals for economic development projects, financial feasibility analysis, business information resources, financing assistance, and local land use compatibility.
- Excellent communication and facilitation skills, including the ability to address large formal and informal groups and facilitate public processes.
- Excellent leadership, interpersonal, judgment, and organization skills. Ability to maintain and promote effective working relationships with and between coworkers, the public, business community, elected officials and other agencies.
- Excellent conflict resolutions skills and the ability to manage controversial situations. Ability to mediate adversarial situations involving staff, developers, businesses, service providers and/or members of the public. Ability to identify salutation and maintain long term positive working relationships within the community.
- Ability to understand how to apply technology and lead efforts to improve efficiency and customer service.
- Ability to prioritize multiple tasks and effectively evaluate and motivate personnel to maximize organization efficiency.
- Ability to use a computer to perform the essential functions of the position, to attend meetings for extended periods of time, and to work under time pressure.
- Ability to establish and maintain cooperative work relationships with all levels of County Management, elected officials of governmental agencies, business and community leaders, media representatives, the public and others encountered in the course of work.
- Demonstrable commitment to, and understanding of, sustainability and the ability to promote commitment, understanding, and use sustainability principles by employees for day to day operations required.
- Possession or ability to obtain and maintain a valid Driver's License. Travel across the County and to trainings, meetings, and conferences is required

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is frequently required to walk, sit, bend, talk and hear. The employee is required to use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability and adjust focus.

TOOLS AND EQUIPMENT USED

Computer, including word processing, data base, Internet, and spreadsheet programs; calculator, telephone, copy machine, fax machine, paper and writing instrument.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee works in an office environment; the employee may, on occasion, work in outside weather conditions. The noise level in the work environment is usually quiet.

This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.

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

Employee's Signature/Date