

## STILLWATER COUNTY

### POSITION DESCRIPTION

July 2014

**POSITION:** Economic Development Coordinator / County Webmaster

**DEPARTMENT:** Economic Development

**ACCOUNTABLE TO:** County Commissioners

#### **SUMMARY OF WORK:**

The primary responsibility of this position is encouraging economic development in the County and its communities. The position involves gathering information and preparing proposals, grant applications, and/or loan packages for infrastructure, business, and community development projects along with coordinating related meetings, trainings, mailings, background materials, and required presentations; monitoring mine impact mitigation, utilization, and planning; and advising and assisting the Board of County Commissioners concerning economic and community development activities. The position is also responsible for assisting in local businesses and the Stillwater County Chamber of Commerce in locating and applying for grants and assisting other county departments with grants and grants administration. Coordinator is also the Stillwater County Webmaster responsible for managing the County's website.

#### **JOB CHARACTERISTICS:**

**Nature of Work:** This position performs economic and community development duties which require attention to accuracy, detail, timeliness, and confidentiality of information. Work is usually performed in an office setting during normal office hours. Position must be able to attend frequent evening meetings and public hearings which requires working after hours. Position must be physically able to carry a box of files and work independently when necessary.

**Personal Contacts:** Daily contact with supervisor and employees; extensive public contact with business owners, surveyors, engineers, attorneys, community organizations within the County, governmental agencies and other interested parties through telephone, meetings, public hearings, and face to face discussions.

**Supervision Received:** Receives minimal supervision from County Commissioners through face to face discussions or written directives and policies adopted by the County Commissioners. Must be able to work independently and complete work with minimal guidance and supervision.

**Essential Functions:** This position must be able to communicate orally and in writing, read written material, perform technical reading and work requiring manual dexterity, make recommendations to

planning boards, handle job stress, deal with confrontational citizens, and physically carry boxes of files and documents to meetings.

**AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:**

--Serves as economic development adviser to the County Commissioners.

--Maintains, updates, and manages the Stillwater County website.

--Initiates, applies for, and administers grants and aid programs benefiting the County, its communities, businesses, and workforce.

--Provides technical assistance to the Stillwater County Chamber of Commerce.

--Applies for grants and aid programs as requested by the County Commissioners.

--Provides technical assistance and training to businesses and community organizations throughout the County.

--Coordinates and facilitates educational trainings for the businesses and organizations throughout the County.

--Participates in local and regional business development programs.

--Serves as a Member at Large to regional economic development partners, Beartooth RC&D.

--Performs public speaking including all types of economic and community development and planning presentations.

--Maintains an economic development data base of information for use by the County and its communities.

--Provides information to the public and other governmental offices and agencies.

--Prepare business recruitment proposals, as needs arise.

--Assists and monitors county grants for compliance and reporting.

--Updates the Overall Economic Development Plan as requested by the Board of County Commissioners.

--Facilitator to the Economic Development Committee.

--Performs other related duties as required or as assigned by Board of County Commissioners.

## **JOB REQUIREMENTS:**

**Knowledge:** Knowledge of local, State, and Federal funding sources is required. Position must have knowledge of business planning and agencies thereof; including but not limited to Department of Commerce, SBDC, Regional Economic Development Agencies, SBA, and USDA. Will work with County Planning staff to coordinate funding of County projects.

**Skills:** Requires excellent communication skills to interact with the public, County staff, and regional and state economic development agencies on a daily basis. Position must have skills to facilitate public meetings and organizational planning efforts. Requires excellent written communication skills for proposal development, plans, reports, and office communications. Excellent team working characteristics are required as well as a proven ability to complete a variety of projects. Must be an organized self-starter with significant attention to detail. This position requires extensive computer skills in word processing, database development, spreadsheets, research, presentation programs, e-mail, Internet, Windows, as well as have knowledge in computer programming being able to effectively manage the County's official website.

**Abilities:** This position requires the ability to initiate economic development programs that benefit the County area without daily supervision; prepare an economic development program for the County area; communicate effectively--orally and in writing; follow verbal and written instructions; walk, talk, hear, and see; lift and carry items; push or pull items; operate a vehicle; deal with hostile citizens; handle job stress and pressure; be responsible for fees and grant payments collected; handle frequent interruptions from the public; maintain financial records and accounts for individual grant programs, review documents and make recommendations to boards; establish effective working relationships with employees, supervisors, public agencies, and the general public.

## **EDUCATION AND EXPERIENCE:**

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to:

--Bachelor Degree in relevant field preferred

--Proven success in economic development field.

--Broad range of economic and community development experience.

## **JOB PERFORMANCE STANDARDS:**

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to the following:

--Provides successful applications for grants and aid programs for the County.

- Properly administers grant and aid programs received by the County.
- Able to properly administer multiple programs simultaneously.
- Completes assigned tasks on time.
- Attends meetings and hearings as directed or requested.
- Deals tactfully and courteously with the public.
- Responds in a timely manner to all requests.
- Maintains accurate and timely records, files, and certificates.
- Prepares and presents accurate reports.
- Complies with State Statutes, Administrative Rules, County Regulations and Policies.
- Safely operates County vehicles assigned to the Department.
- Provides accurate technical advice to the County Commissioners and local communities.
- Establishes and maintains effective working relationships with employees, supervisors, public agencies, and the general public.