Stillwater County Position Announcement

Stillwater County is an Equal Opportunity Employer

Date: April 1, 2019
Position Title: Economic Development Coordinator
Salary range: $21.00 to 25.00 per hour depending upon experience.

Department: Planning
Hours: Full Time, normally 8-5 Monday - Friday
Union Status: Non-Union position

Accepting Applications until filled.

See Job Description for Details.

Function: 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 and community development projects along with coordinating related meetings, mailings, background materials, and required presentations; monitoring mine impact mitigation, utilization, and planning; and advising and assisting the Board of County Commissioners and preparing an annual report concerning activities to the Commission. Position also provides assistance to the Planning Office in its administrative duties including input into community planning and growth management.

Required: Bachelor's Degree or equivalent experience in a relevant field.

Special Requirements: N/A.

Desired: Individual should possess a broad range of economic and planning development experience and be able to show proven success in the area of economic development.

To Apply:

Submit **County Application**, **resume,** and **references** to Finance and Human Resources Office, Stillwater County Courthouse, PO Box 795, Columbus, MT 59019. Forms and information can also be found at www.stillwatercountymt.gov. **Late, incomplete or unsigned applications may not be considered.**

Current County employees must also submit a county application and all required documents as described above.

Stillwater County is an Equal Opportunity Employer. Applicants who require special accommodation due to disability should contact the Human Resources Office at 322-8014.