

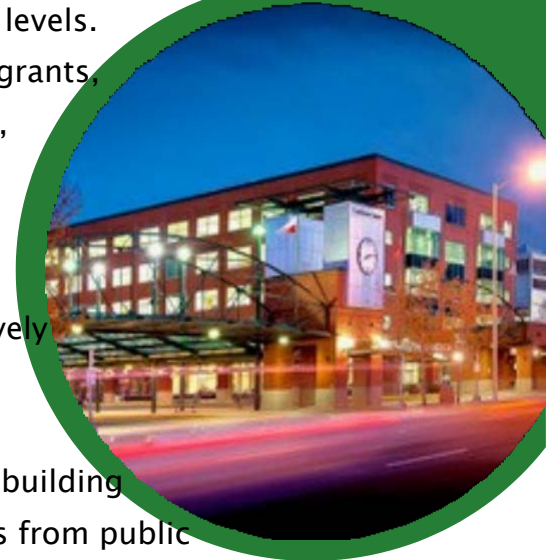
Economic Development Manager

\$89,481.60 – \$119,870.40 annual salary



Marion County
OREGON

Marion County is looking for a collaborative manager to lead our innovative economic development team of four. We are a visionary group that needs a smart, responsible team leader to oversee the program's efforts, guide the development and direction of the program and work collaboratively with leadership at all levels. The Economic Development Program staff members write and manage grants, invest economic development dollars, produce professional documents, prepare and oversee budget, prepare reports, manage special projects, and manage the Marion County Fair. If you genuinely like people, have sound leadership and organizational skills, enjoy taking on challenges, feel comfortable making suggestions, and are skilled at thinking creatively about solutions, please consider joining us.



Why Economic Development? Economic development work is a primary building block of healthy communities. Marion County brings together resources from public and private parties to coordinate land, infrastructure, education, workforce and technology needs to diverse local economies and efforts that help communities be resilient. If you are a person who has diverse interests and the drive to contribute to the economic stability of a community, region, or county, then economic development is a good career that can take you anywhere.

Why Marion County? With the guidance of the Marion County Board of Commissioners, our economic development team does meaningful work supporting local, rural, and urban communities on projects and grants that have long lasting impacts on communities, businesses, and families. Best of all, on this economic development team, you will have plenty of opportunities to contribute, learn, and make a positive impact on our county.



SUPERVISION RECEIVED

Works under the general supervision of the Community Services Director, who outlines operating policy and reviews work for conformance to standards.

SUPERVISION EXERCISED

Provide supervision, direction, and leadership for Economic Development staff. Participate in the selection and evaluation of personnel; provides for staff training and professional development; works with employees to correct performance deficiencies; implements disciplinary procedures as needed.

Responsibilities

Program Oversight and Management

- Develops and manages the department's Economic Development Program including working with county leadership on visioning and providing direction on major strategic initiatives and projects.
- Supervision of the program's three personnel including leadership, direction and ensuring accountability.
- Responsible for developing and managing the program budget. Activities include budget development, management of federal grant, state lottery, and event revenue, controlling expenditures / ensuring fiscal responsibility and providing accurate and timely financial reports including presentations of topics.
- Develops policy recommendations for the Board of Commissioners on issues related to Economic Development and the Marion County Fair. Meets regularly with Commissioners to provide updates including preparing professional reports and presentations.
- Works with other government agencies, organizations, regional non-profit organizations, chambers of commerce and other organizations on developing and maintaining regional strategies for economic development initiatives, including land inventories and regional / statewide policies and programs.
- Supports the Marion County Fair Board, attends meetings and supervises its administration.
- Serves as the County's representative supporting the management of program events and attending meetings with County partners and other public agencies.
- Establishes grant / subrecipient application processes for both incoming and outgoing funds including developing and receiving project applications, coordinating the review process, determining project eligibility, granting awards, and conducting all program required public notice, outreach, and public meeting requirements.
- Prepares and oversees execution of contracts, IGAs, grant agreements, and/or subrecipient agreements and manage based on compliance with County, State and/or federal regulations and for performance, tracking and reporting requirements with the help of department contract / procurement specialists.



Program Communication and Marketing

- Coordinates responses to inquiries, resolution of complaints, problems or emergencies related to area of responsibility.
- Performs complex market research and industrial trend scans, develops professional documents and reports. Make public presentations to board and community/business groups.
- Works with the appropriate staff or contractors on the development of marketing materials and programs promoting Marion County's economic interests.

Other Job Duties

- Performs related duties as required.
- Drives to and from meetings throughout Marion County.

Minimum Requirement

Experience and Training

1. Bachelor's degree with major course work in economic development, community development, business or public administration or a related field; AND
2. Two (2) years of experience in economic development, community development, business/ program development; OR
3. Any satisfactory equivalent combination of education, training and/or experience relevant to the position.

Special Requirements

1. Must possess a current driver's license in the applicant's state of residence and an acceptable driving history. Marion County will obtain a copy of the driving record for all qualified applicants from Driver and Motor Vehicle Services and review the driving record according to the Marion County policy and procedure for Driving on County Business. The policy can be found at: <http://apps.co.marion.or.us/APAP/>.





2. Applicants may be required to pass an assessment of job-related skills to qualify for interview. Selected applicants will be contacted for an appointment to participate in the assessment.
3. The finalist for this position may be required to pass a criminal history background check, however conviction of a crime may not necessarily disqualify an individual for this position.
4. Typical Work Schedule: Monday through Friday, days, with flexibility for evening or weekend meetings as needed by the department. Position requires on-site work. Remote work is not available.

EQUAL EMPLOYMENT OPPORTUNITY: All qualified applicants will be considered without regard to race, religion, color, national origin, sex, age, marital status, mental or physical disability, or sexual orientation. To ensure the broadest range of services to individuals with disabilities, Marion County is prepared to make necessary arrangements. Please call at least two (2) working days in advance for services.

This announcement is meant only as a descriptive recruitment guide and is subject to change. Further, it does not constitute either an expressed or implied contract.

APPLICATIONS MAY BE SUBMITTED ONLINE AT: <https://www.co.marion.or.us/HR/Pages/jobs.aspx> 555 Court Street NE Salem, OR 97301 (503) 566-3949