



4301 Third Street • Tillamook Oregon 97141

# Position Opening Notice

## Director of Economic Development

### Council of Tillamook County

#### Area Information

Tillamook is located 85 miles west of Portland on the beautiful North Oregon Coast. Tillamook serves as the county seat of Tillamook County. The County has a population of 26,000.

#### Organizational Relationship

The Director of Economic Development reports directly to the Tillamook County Economic Development Council Board of Directors. The Council is a board of ten persons, eight of whom are elected by members and two of whom are specified in the By-Laws; those positions are the Tillamook Bay Community College President and a sitting Tillamook County Commissioner.

#### General Statement

This position is responsible for supporting all aspects of economic development in the county.

#### Term of Employment

Annual: Full-time position July 1 – June 30

Leave in accordance with current TBCC Policy 312 and corresponding regulations.

#### Specific Responsibilities

- Assist in the development of private and public sector initiatives to increase and improve services including infrastructure, land availability and availability of workforce housing
- Maintain a current inventory of the available resources, infrastructure and business development needs in the County
- Understand, maintain and market the Enterprise Zone Program
- Manage and Market EDC Revolving Loan Programs
- Hire, develop and manage support staff and volunteers

- Coordinate economic development efforts: local, regional, state, and federal agencies and economic development efforts in Tillamook County
- Address workforce housing needs as key issue in growing Tillamook County's economy
- Facilitate and participate in membership development in the EDC

### **Required experience:**

- Strong leadership, organizational and communication skills.
- Experience in preparing grant proposals.
- Experience in preparing, monitoring, and reporting on operational and grant budgets and understanding public budget law
- Experience with general business principles and economic functions as they relate to business profitability and financial resources
- Experience working with a broad range of stakeholders.
- Personnel management experience: hiring, development and daily supervision of personnel

### **Preferred Experience**

- Experience working with governmental agencies (local, regional, state and federal)
- Skills in business retention/expansion, site selection, land use planning and business recruitment including traded sectors
- Ability to work with state and federal agencies and foundations to leverage resources that supports business, workforce and economic development
- Experience in development of private and public sector initiatives to increase and improve service, including infrastructure to the small business community
- Workforce development experience: supporting existing and growth businesses
- Ability to diagnose economic conditions
- Experience connecting opportunities for current and future small business owners with Small Business Management Program (SBDC, TBCC, Industry)

### **Required Qualifications**

- Bachelor's degree or equivalent experience in a related field to economic development
- Three years of economic development experience
- Proficiency with standard software programs and technology
- Must have a valid Driver's License
- Must be willing to relocate within 1 year to Tillamook County

### **Preferred Qualifications:**

- Master's degree in a related field to economic development
- A minimum of 5 years' experience related to economic development

## **Application Information**

Complete application packets will have first consideration. The submission of all required application materials is the responsibility of the applicant.

Please respond via email with cover letter, resume and application indicating proof of your abilities to achieve the above job description and a minimum of three references to:

[patryan@tillamookbaycc.edu](mailto:patryan@tillamookbaycc.edu)

Applications may also be mailed to:

Tillamook Bay Community College

Attn. Human Resources

4301 Third Street

Tillamook, OR, 97141

To print application go to: <http://tillamookbaycc.edu/tbcc-employment-opportunities/>

Choose the staff application packet. Application cannot be filled out on-line.

Candidate selected for hire must provide official academic transcripts.

## **Position Open until filled**

First review of applications: August 31, 2018

## **Compensation and Position Availability**

This is a full-time position. Salary: \$71,490 - \$80,426 depending on experience. Benefits are in accordance with TBCC Board Policy.