

Current Employment Opportunities

Skamania County Economic Development Council

Job Description: Executive Director

Job Summary:

Under general direction of the Economic Development Council Board of Directors, the Executive Director serves as Chief Administrative Officer of the Council administering an annual budget of \$200,000. The Executive Director also manages the Council's office operation, provides supervision, technical and administrative guidelines to one staff person, and performs other general management duties as may be prescribed by the Board of Directors.

Salary:

Commensurate with experience.

Responsibilities:

Designs and carries out a comprehensive business development program for the retention and expansion of local businesses, and the attraction of new business to Skamania County. Includes design and implementation of appropriate marketing strategies for Skamania County and the EDC itself; contact with businesses in the community for problem resolution and/or expansion assistance; contact with out-of-town businesses to promote Skamania County locations and appropriate follow-up with each prospect.

- Administers the Washington Investment Fund and the EDC micro-loan program, including: underwriting and financial analysis of proforma income statements, cash flows and balance sheets; ratio analysis of financial statements; loan write-up and recommendations to the EDC Loan Committee and the Washington Investment Board.
- Provides business counseling and business planning assistance to new and existing business in Skamania County.
- Administers contracts for government grants of aid for economic development activities and programs.
- Participates in community, state and regional organizations relevant to the EDC mission and represents the EDC interests in public and private meetings.
- Maintains appropriate contact with local, state and federal elected officials, agencies and staff to ensure proper information exchange regarding issues that affect economic development.
- Monitors federal, state and local legislative measures related to economic and business development. Promotes public policies which will encourage and give orderly direction to economic development. Represents the interest of local businesses and the Economic Development Council in proposed legislation impacting business, economic development and job creation.

Knowledge, Skills, Abilities, And Other Characteristics:

- Knowledge of economic development to include, but not limited to, business attraction and recruitment, business retention and expansion, e-commerce, finance programs, marketing and attraction, strategic planning, entrepreneurship and small business development strategies, export/trade development, empowerment zones, incentives, infrastructure, neighborhood economic development, public-private partnerships, quality of life, real estate redevelopment and reuse, rural economic development, site selection, smart growth, sustainable development, technology-led economic development, tourism, transportation, venture capital, data collection and research, and workforce development.
- Knowledge of the functions, laws, rules, regulations and policies of the City, County, State and Federal governments affecting economic development, or the ability to acquire such knowledge within a reasonable period of time.
- Knowledge of City, County and State departments and services, including zoning and building regulations or the ability to acquire such knowledge within a reasonable period of time.
- Knowledge of local, regional, state and national trends and issues in the field of economic development.
- Knowledge of and skill in supervisory principles, practices and techniques in complex real estate transactions, financial transactions and contracts.
- Skill in analyzing complex problems, identifying solutions and demonstrating critical thinking, ability to assess needs, target available resources and implement effective programs.
- Skill in preparing, monitoring and maintaining budgets.
- Skill establishing and maintaining effective working relationships with city, county, state, federal, public and private organizations as well as presenting ideas and concepts orally and in writing.
- Ability to identify and solve community and program related problems, including an understanding of system-related approaches.
- Ability to maintain confidentiality as necessary and discreetly convey information as required.

Minimum Qualifications:

A Bachelor's degree in business or public administration, economics or related field; five years experience in economic development; OR any equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved. Financial experience preferred.

Please send cover letter and resume to scedc@skamania-edc.org. Resumes will be accepted until September 16, 2016.