



Grand County

Job Description

Title:	Assistant Economic Development Director	Job Code: 2735
Division:		Effective Date: 1/2024
Department:	Economic Development	Last Revised: 12/2023

GENERAL PURPOSE

Performs a variety of **complex managerial and working level technical and creative duties** related to local business development and economic development programming within the Economic Development Department.

SUPERVISION RECEIVED

Works under the direct supervision of the Economic Development Director

SUPERVISION EXERCISED

Provides close supervision VISTA volunteers.

ESSENTIAL FUNCTIONS

Local Business Development Support, Workforce Development and Partnership Development:

Participates in the development and implementation of economic development goals, objectives, and priorities; recommend and administer relevant policies and procedures for a tourism economy.

Oversees economic development programming and activities; recommend budgetary adjustments as appropriate and prepare cost estimates for special projects.

Responsible for engaging with local business in order to ascertain up to date contact information, business history, current business outlook, and interest in expansion. Maintain related databases of business information and keep individual accounts and contacts current based on ongoing interactions with business community. Develop and nurture long term relationships with local businesses.

Collects and analyzes data and drafts reports in support of department initiatives and in response to external requests for regional economic information. Produce and distribute written, graphical, and digital media communications for the Department related to public policies, workshops, information events, business economic reports and other information as needed.

Performs clerical, customer service, and public relations duties to include; answer, track, responds and routes incoming phone calls, e-mails and other communiqués from callers and community members; assists them with general business development support

Builds out programs that focus on workforce development. Develop a systems level understanding of how our local education system intersects with our business ecosystem and work towards maximizing long term individual economic opportunity and addressing business workforce needs.

Attends Economic Development Advisory Board meetings, Grand County Commission and Moab Chamber of Commerce meetings as needed to present on Business Development Strategies.

Works closely with the Moab Area Chamber of Commerce, Moab City, USU, Grand County School District, Southeast Utah Health Department, and other community organizations to develop Economic Development strategies.

Data and Research:

Works with research partners and data vendors to provide insights on relevant economic indicators and our local tourism ecosystem. Supports the development of systems that ensure that data and insights are communicated to the Economic Development Director, the Grand County Commission, relevant advisory boards, and the public at large. Performs data analysis, visualization and written reports as necessary. Performs Economic Impact Analysis reports.

Grantsmanship:

Prepares Economic Development grant applications by determining concept, gathering and formatting information, writing drafts and obtaining approvals. Develops proposal concept by identifying and clarifying opportunities and needs, studying requests for proposal (RFPs) and attending strategy meetings.

Develop, implement, and manage Economic Development grant programs targeting local businesses that provide advertising and business development support. Ensure grant recipients comply with reporting requirements. Compiles grant program data and prepares reports for the general public as well as any external managing entities. Works with the Grand County Clerk/Auditors office to enter and monitor grant tracking data.

Economic Development Special Events:

Manage the planning, marketing and execution of local business development/economic development gatherings and special events. Act as Grand County lead on the Planning Committee to support the planning and execution of Annual Business Summit.

Marketing:

Assists with Economic Development and Moab Area Travel Council marketing campaigns, content creation and website management, on a project by project basis.

Accounting and Administrative Support

Develops a working knowledge of the department budget and County's Budget Software. For accounts payable, maintains a record of vendor contracts, invoices, and check stubs. Tracks actual and anticipated expenses against the amount budgeted for each account. Prepares and submits all requests for payment to the Clerk's office. Facilitates distribution of payment when necessary. Ensures that each credit card expenses are tied to an accompanying receipt and budget account. Saves, compiles, and sends receipts to the Clerk's office.

For accounts receivable, maintains an understanding of revenue generating activities and grant processes. Maintains a record of grants contracts from state, federal, and other agencies. Tracks actual and anticipated grant revenues for relevant accounts. Coordinates with the Clerk's office to process receivables. Supports the completion of grant reporting processes as necessary.

Manages scheduling, minutes, agendas, noticing, general document production and timely submission, and member contact information for relevant advisory boards, including the Travel Council Advisory Board and Economic Development Advisory Board. Ensures compliance with the Open and Public Meetings Act (OPMA) by utilizing Utah's Public Meeting Notice (PMN) website and Grand County's Civic Clerk platform.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from college with a bachelor's degree in economics, business management, public policy, public relations, or equivalency;

AND

B. Four (4) years of related experience providing exposure to a variety of grant writing, marketing, business development or economic development; Two (2) of which in a supervisory capacity.

OR

C. An equivalent combination of education and experience.

2. Required Knowledge, Skills and Abilities:

Working knowledge of. Community/ Business development principles and strategies, including public engagement; economic development principles and strategies; business development, retention, and recruitment; market analytics and other community and economic research tasks; proper business English usage including spelling, grammar, and syntax; modern office practices and procedures; administrative procedures and methods related to filing and documenting; English composition, spelling, grammar, punctuation, etc.; business writing; report and presentation writing; personal computers and current office software programs for word processing, spreadsheet, presentation, and databases at the advanced level of

proficiency; interpersonal communication skills and telephone etiquette; standard office equipment operation. Some knowledge of pertinent city functions, policies, rules and regulations; map reading, legal descriptions, transportation, site planning, and subdivision review; principles of public relations, zoning, site plans, and subdivision review.

Some knowledge of Transient Room Tax (TRT), how it is collected and disbursed.

Skill in using personal computers and applicable software applications including spreadsheets and data base programs. Document and report composition. Microsoft Office, with particular emphasis on Excel and PowerPoint; Adobe Creative Suite, with particular emphasis on InDesign, Illustrator, and Photoshop; Muse, Dreamweaver, or equivalent website building platforms desired; strong presentation and meeting facilitation skills.

Ability to draft technical reports, documents and agreements; operate standard office equipment such as desktop computers, copy machines, typewriters, calculators, paper folder, etc.; ability to follow verbal and written instructions; ability to perform clerical and secretarial work involving departmental operations; ability to organize, develop, and maintain filing and other record keeping systems; ability to perform under stress of time deadlines, frequent changes in programs and seasonal demands; ability to use computerized art layout and design related to bulletins, announcements, advertisements etc.; ability to establish and maintain effective working relations with fellow employees and the public.

3. Special Qualifications:

Must possess a valid driver's license.

Must successfully pass a criminal history background check.

Successful completion of pre-employment drug screening is required.

May be occasionally required to attend evening and/or weekend meetings.

May be occasionally required to travel to attend events and conferences.

4. Working Environment:

General office environment requiring variety of physical activities not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, hearing and seeing. Mental application utilizes memory for details, emotional stability and discriminating thinking and creative problem solving. Modest flexibility of schedule is necessary, as weekend and evening hours are sometimes needed, limited travel to accommodate local business needs.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date _____

(Employee)