

UMATILLA COUNTY

EMPLOYMENT OPPORTUNITY

UMATILLA COUNTY DEPARTMENT OF HUMAN RESOURCES

County Courthouse, 216 S.E. 4th Street, Pendleton OR 97801

Phone: (541) 278-6282 - Fax: (541) 278-6374

TDD (Hearing Impaired): (541) 278-5467

AN EQUAL OPPORTUNITY EMPLOYER

September 11, 2017

17-44

POSITION ANNOUNCEMENT

POSITION: Economic Development/Tourism Coordinator

POSITION #: 17-44

DEPARTMENT: Board of County Commissioners

SALARY: \$3,529.00/Month (R 20)
\$4,261.00/Month (R 25)
DOQ - Plus excellent benefits

CLOSING: Open Until Filled (Review Every 3 Weeks)

DESCRIPTION: Provides assistance and coordination for the Economic Development Director in economic development/tourism activities for the County. Coordinates with and supports the Director in the formulation, development, and implementation of economic development/tourism strategies, programs, and projects. Assists in providing liaison to local, state, regional and federal economic agencies or groups. Coordinates and implements county tourism program.

REQUIREMENTS:

R25 - Bachelor's degree in related field preferred; or,
R20 - 5 years' experience in business development or related field, including sales that demonstrates the ability to successfully perform the duties of the position.
Excellent communication skills.
High level of organization
Ability to prepare present concise oral and written reports of complex information.
Ability to work effectively with elected officials and the public.
Possess valid Oregon Driver's License.

HOW TO APPLY: Use of Umatilla County application is MANDATORY. Anyone who qualifies for Veterans' Preference in Public Employment provided for in OAR 839-006-0435; please include proper certification (OAR 839-006-0465) with your application. Any applicant with a disability who needs reasonable accommodation in any step of the application or hiring process to assist or to demonstrate qualifications or to perform the essential functions of the job for which the applicant is applying should inform the Human Resources Department. This job announcement is not intended to serve as a comprehensive job description. Blank applications and a complete job description can be obtained on our website at www.umatillacounty.net or the Human Resources Office, Room 108. Applications will be accepted by hand delivery, mail, fax, or email to hr@umatillacounty.net.