

# UMATILLA COUNTY POSITION DESCRIPTION

Department: BOARD OF COUNTY COMMISSIONERS

Employee Name: \_\_\_\_\_

Division/Section: ECONOMIC DEVELOPMENT DIVISION

Position Title: ECONOMIC DEVELOPMENT/TOURISM COORDINATOR

Job Series: Staff - Confidential

Union Covered: NO

Salary Range: 20/25 DOQ

BOLI Exempt: NO

## GENERAL DESCRIPTION OF POSITION

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.

## SUPERVISORY RELATIONSHIPS

Reports directly to, and receives direct supervision from the Director of Economic Development, who is the Commissioner liaison for economic development.

## PRINCIPAL DUTIES OF POSITION

1. Attends meetings, develops and maintains a professional relationship with individuals, departments, agencies and others in Umatilla County involved in Economic Development/Tourism activities. Coordinates with the Director to provide County technical assistance where possible.
2. Assists the Director in budget preparation and maintenance.
3. Develops an awareness of opportunities for Economic Development to assist with existing business growth and expansion to their maximum capability. Coordinates these opportunities with the Director for strategic decisions.
4. Develops an awareness of workforce issues and an understanding of the needs of employers in Umatilla County through meetings with individuals and conferences involved with these issues. Coordinates a strategy with the Director for addressing needs.
5. Develops an awareness of workforce housing studies. Coordinates a strategy with the Director to address this strategic element of Economic Development.

6. Coordinates Biz Oregon referrals with the Director. Understands the Biz Oregon Prospector project referral process and coordinates a response where applicable.
7. Assists and coordinates the siting of new business to Umatilla County. Becomes aware and proficient in the incentive programs available.
8. Develops an inventory of available sites in Umatilla County for new business and housing.
9. Coordinates and administers the Economic and Community Development Grants program, receiving applications, scheduling meetings, and tracking the grants through the process.
10. Coordinates the Umatilla County Tourism Committee and stimulates shared information with local tourism coordinators in one-on-one conversation.
11. Coordinates and places Umatilla County Tourism materials in appropriate positions at fairs and conferences, and markets Umatilla County tourism opportunities.
12. Participates in and maintain ongoing relationships with city, regional and state-wide tourism agencies and serves as a Umatilla County representative.
13. Monitors grant sources for Economic Development/Tourism and other county departments. Coordinates the application process to maximize participation.
14. Provides Economic Development/Tourism information available, when appropriate, to meetings, news media and others.
15. Provides technical assistance in economic development/tourism procedures or projects to Umatilla County cities and other public or private agencies, as appropriate.

#### OTHER DUTIES OF POSITION

- The Director of Economic Development may assign other responsibilities as may be necessary.
- Position requires the ability to keep information confidential and will maintain a confidential relationship with the Director and all other Commissioners.
- Consult and seek direction from Board and other county staff, as needed, for purposes of complying with the functions and duties specified for this position.
- Avoid conduct, activities or associations that could reasonably be expected to bring discredit to the county and create any potential or actual conflict of interest.
- Comport self and represent the county in an appropriate and professional fashion.
- Exercise suitable judgment in managing time, using county resources, and making commitments that create expectations of the county.

## REQUIREMENTS FOR POSITION

- 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.

### PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is frequently required to walk, sit, bend, talk and hear. The employee is required to use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability and adjust focus.

### TOOLS AND EQUIPMENT USED:

Computer, including word processing, data base, Internet, and spreadsheet programs; calculator, telephone, copy machine, fax machine, paper and writing instrument.

### WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee works in an office environment; the employee may, on occasion, work in outside weather conditions. The noise level in the work environment is usually quiet.

This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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Employee's Signature/Date