

# Uintah County

## Job Description



<b>Title:</b>	Economic Development Director	<b>Code:</b>	223
<b>Division:</b>	Administration	<b>Effective Date:</b>	12/08
<b>Department:</b>	Chamber	<b>Last Revised:</b>	12/08
<b>FLSA Cat:</b>	Exempt	<b>Pay Grade:</b>	45

### GENERAL PURPOSE

Performs a variety of **professional duties** related to development and redevelopment projects in the Vernal area. Coordinates development and redevelopment efforts between governmental agencies and private organizations.

### SUPERVISION RECEIVED

Works under the general supervision of the Vernal Area Chamber of Commerce Board of Directors.

### SUPERVISION EXERCISED

None.

### ESSENTIAL FUNCTIONS

Develop, maintain, and update informative and analytical materials in order to attract business activities to the Vernal area and to retain current business.

Serves as the primary contact at the city, county, state, and federal level regarding economic development issues.

Conducts fundraising and marketing efforts with governmental agencies, private businesses, and private individuals to benefit economic development within the County.

Directs and coordinates outreach efforts and intergovernmental relations; represents the Chamber, Vernal City, Naples City, and Uintah County in dealings with other organizations, individuals, media and general public; develops and maintains effective relationships with state executives and agencies, congressional delegation(s) and federal agencies.

Directs, coordinates, or assists in internal and external marketing endeavors to promote the region in the areas of economic development.

Provides regular reports on all activities to the Board, Vernal City, Naples City, and Uintah County.

Prepares materials for the purpose of growing Uintah County.

Performs related duties as required.

### MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from college with a bachelor's degree in Public Administration, Business Administration, Economics, or related field;

AND

B. Six (6) years of experience in a related field;

OR

C. An equivalent combination of education and experience.

2. Knowledge, Skills and Abilities:

**Thorough knowledge** of economic development and redevelopment principles, practices, and techniques; local, regional, statewide, and national economic development and downtown redevelopment trends and issues; laws/ordinances/regulations, and policies affecting the business community, airport communities, economic development, and Town Center Development efforts; principles and techniques of public relations, marketing, successful negotiation, and conflict management; technical research and report preparation related to economic development;

**Skill** in the art of diplomacy and cooperative problem solving; in the operation of a personal computer in utilizing various programs (Windows, MS Office, Database, etc.) to produce or compose formal documents, reports and records.

**Ability to** develop and maintain effective working relationships with the business community, elected officials, federal agencies, state agencies, local governments, subordinates, and the general public.

3. Special Qualifications:

Must possess a valid Utah Drivers license.

4. Work Environment:

Tasks require a variety of physical activities not generally involving muscular strain. Physical activity and demands are frequent related to walking, standing, stooping, climbing, sitting, and reaching. Talking, hearing and seeing or other effective communication is essential to job performance. Mental application utilizes memory for details, emotional stability and discriminating thinking common to most job functions. Frequent travel required in course of performing portions of job functions.

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**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)