



POSITION DESCRIPTION

Position Title: Economic Development Specialist
Newaygo County Economic Development Office (NCEDO)

Reports to: Executive Director and Board of Directors, NCEDO

Salary Range: Starting \$25,000 to \$35,000 DOQ and benefit package

Deadline: February 1, 2006

To: Andy Lofgren, Executive Director, 4747 W. 48th St., Fremont, MI 49412. Or, via e-mail: alofgren@ncedo.org

SUMMARY:

Responsible for the development of programs and resources to promote tourism, diversify the local economic base, stimulate small business growth, promote entrepreneurial education, create strong linkages between the business and education communities (including Universities), and other special projects. Provides professional and administrative support to the overall strategic plan for NCEDO.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- ⇒ Work with local stakeholders to promote tourism.
- ⇒ Foster relationships between Universities and the local business and education communities.
- ⇒ Work with regional and state partners to promote economic development.
- ⇒ Develop programs and resources to promote the health care industry and ties to the region's life sciences initiatives.
- ⇒ Work with key employers and their parent companies to explore additional investment potential, particularly in the life sciences industry.
- ⇒ Develop programs to support the agriculture industry, including value-added agriculture
- ⇒ Strengthen NCEDO fund development, especially with the private sector.
- ⇒ Develop entrepreneurial education and training programs.
- ⇒ Develop additional small business training and mentoring programs. Manage the Small Business Development Center and SCORE programs.
- ⇒ Establish countywide revolving loan funds.
- ⇒ Assess the potential to create a countywide Business Innovation and Technology Center. Works with the Executive Director to secure necessary partnerships with business, education and public sector stakeholders.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

- ⇒ Knowledge of marketing principles strongly desired.
- ⇒ Works with local educational units and NC RESA to ensure a trained labor force with the professional and technical skills necessary to accommodate the needs of existing and future industry.
- ⇒ Provide periodic reports to the Board of Directors and the supporting agencies. Meet periodically with the board of directors, make policy recommendations to the board and accept direction from the same.
- ⇒ Work with the Executive Director and Board of Directors to establish time-oriented goals and meet those goals.
- ⇒ Ability to travel as necessary, including driving, flying or other traditional forms of transportation. May require stays of several days.
- ⇒ Responsible for understanding current theory and practice regarding economic development and business finance.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, the individual must perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education:

Bachelor's Degree in economics, public administration, business administration, planning, marketing, or related field, highly desirable or a similar combination of education and experience.

Language Skills:

Ability to read, analyze and interpret periodicals, professional journals, technical procedures, government regulations, business proposals, legislative proposals, contracts, and budgets. Ability to write reports, business correspondence, and procedural manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.

Mathematics Skills:

Ability to analyze, interpret and explain basic mathematic functions, algebra, cost-benefit analysis, financial forecasting, budgets, present and future values, amortization schedules and statistics.

Communication Skills:

Ability to communicate regularly, clearly and effectively with Board of Directors, private-sector clients, public-sector clients and the community-at-large. Ability to speak publicly, answer direct questions, interact with the media, and make presentations.