

Position opens: February 1, 2017

Elko County Human Services Employment Opportunity Announcement

POSITION: NNRDA Economic Development Officer

SALARY: \$21.63 per hour to \$31.25 per hour dependent upon experience

APPLICATION DEADLINE: February 10, 2017

Northeastern Nevada Regional Development Authority is seeking qualified applicants for the position of Economic Development Officer. The successful candidate will plan and perform a variety of analytical, administrative, and public relations activities with moderate supervision. Encourage businesses to relocate to the NNRDA region, or remain within the region in effort to broaden the region's economic base. Research, data analysis, report writing, presentation, budgeting, financial analysis, and business marketing skills are all required to be successful in this position.

- 100% PERS Retirement
- Minimal Fee for Employee Health, Vision, Dental and Life Insurance

Obtain an application and full job description at www.elkocountynv.net.

Return completed applications and resumes to:

NNRDA – Great Basin College Campus
1500 College Parkway
McMullen Hall, Room #103
Elko, NV 89801
(775) 738-2100 phone
(775) 738-7978 fax

Elko County is an Equal Opportunity Provider and Employer

In compliance with applicable laws reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations.



**ELKO COUNTY
HUMAN SERVICES**
571 Idaho Street
Elko, NV 89801
775.738.4375
775.738.5984 (fax)

Job Code: TBD
Date Est.: 1/2017
Last Rev.:
FLSA: Non-exempt
Probation: N/A

ECONOMIC DEVELOPMENT OFFICER

DEFINITION:

Plans and performs a variety of analytical, administrative, and public relations activities with moderate supervision. Encourages businesses to relocate to the NNRDA region, or remain within the region in an effort to broaden the region's economic base. Research, data analysis, report writing, presentation, budgeting, financial analysis, and business marketing skills are all required to be successful in this position.

SUPERVISION RECEIVED AND EXERCISED:

This is the journey level position within the Economic Development Officer series. This class is distinguished from the Economic Development Manager by the lack of management and supervisor tasks; this position is not expected to perform with the same independence of direction and judgment.

EXAMPLES OF DUTIES:

The following duties are typical for this position. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Works with NNRDA communities to develop, maintain, and implement their respective strategic plans for economic development.
2. Identifies and recruits target industry businesses to the region.
3. Assists businesses with relocation to the region. This includes but is not limited to acquiring properties, licensing, and relocation incentives.
4. Helps design and implement marketing and information for all NNRDA communities.
5. Stays abreast of current properties available in NNRDA communities.
6. Documents workload, and regularly reports to the NNRDA Executive Director on economic development activities.
7. Works with all NNRDA team members, the Governor's Office of Economic Development and member communities.
8. Cultivates and maintains good working relationships with all city and county officials, and staff persons.
9. Establishes contacts and develops rapport with key business personnel within the region.
10. Participates in regional activities as a representative of the NNRDA.
11. Travels frequently in state and out of state.
12. Other duties as assigned.

QUALIFICATIONS

KNOWLEDGE OF:

- Northeastern Nevada economy, and the industries located in the region;
- Applicable federal, state, and local laws, and regulations, including the open meeting law;
- Basic research and statistical analysis techniques;
- Basic marketing techniques;
- Use of a personal computer and current software applications including but not limited to Microsoft Office applications;
- Programs to retain, expand, and attract businesses;
- Loan programs to aid businesses; and
- Basic activities involved in developing vacant parcels of land.

ABILITY TO:

- Work independently;
- Maintain professional business and work ethics and standards;
- Develop partnerships with government agencies and local businesses.
- Communicate clearly and concisely, both orally and in writing;
- Prepare and deliver progress reports;
- Speak in public in various situations;
- Assist in reading and interpreting laws, government documents, construction documents, and financial statements; and
- Think creatively and conceptualize.

EXPERIENCE AND EDUCATION

Must have 5 years of experience in economic development, business development, local government or other relevant experience.

Excellent verbal and written communication skills, including cultivation of internal and external customer relationships, public presentations, and written reports.

Strong planning and implementation skills.

LICENSES OR CERTIFICATES

Bachelor's degree in Business, Economics, Urban Planning or any other related field.

MACHINES / TOOLS / EQUIPMENT

Personal computer, Microsoft Office Suite, internet research, and government and business websites.

OTHER REQUIREMENTS

Use of personal vehicle while on the job with company reimbursement of miles adhering to the State of Nevada statutes.

PHYSICAL DEMANDS: Frequent travel required, including but not limited to; evening meetings (city, county, etc.), conferences, seminars, and site visits.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such

accommodations. Incumbents and applicants are encouraged to discuss potential accommodations with the employer.

WORK ENVIRONMENT: Position functions will be split between an office environment and field work requiring flexible hours, sometimes outside of business hours but keeping within a 40 hour work week.