

## **TITLE: PRINEVILLE/CROOK COUNTY ECONOMIC DEVELOPMENT MANAGER**

### **PURPOSE OF POSITION:**

To execute the plans and programs of business retention/expansion and recruitment for Economic Development for Central Oregon (EDCO) and region, and thereby assist in creating or retaining primary employment in the community of Prineville and Crook County. The Manager must be familiar with all goals and activities necessary in order to effectively contact, communicate with, and assist in meaningful ways existing primary employers in the region as well as assist EDCO, Prineville and Crook County leaders with attracting new primary employers to the community. Additionally, the Manager is directly responsible for working with local leaders to assist in projects, initiatives and activities that directly or indirectly make the community an easier, more cost effective, and friendlier place in which to do business. Manage relationship with board partners, clients, and the public. The ability to maintain professional confidentiality is germane to this position.

### **DESCRIPTION of DUTIES and RESPONSIBILITIES:**

- Coordinate the business retention/expansion program including contact with business owners and managers, follow-up phone calls, client visits, correspondence, information requests, research, and proposals.
- As prospective clients respond, qualify and recruit them to Prineville and Crook County: serve as facilitator between clients and other economic development entities including EDCO; arrange meetings as required with business professionals, higher education leaders, Chamber of Commerce, or any other economic development assistance organizations; encourage clients to visit and arrange tours/meetings as required, work with client as needed from beginning to end of relocation or expansion process.
- Formally or informally, assemble effective response assistance team(s) comprised of key leaders from various sectors for both retention/expansion and recruitment projects.
- Coordinate, collaborate and communicate with other local, regional and state business development organizations. Refer clients to other organizations or agencies whenever possible and appropriate.
- Maintain client management computer database (ACT!) for all primary employers within Crook County and for companies specifically interested in Prineville and developable portions of Crook County.
- Working with EDCO, update annually and oversee production of publication(s) including a Crook County/Prineville Community Profile, and other marketing or informational printed materials pertinent to the program.
- Generate activity reports for the EDCO Board on a quarterly and annual basis, regular updates to the Prineville City Council and Crook County Court and monthly communication/oral reports to a local Advisory Board and/or the local Chamber of Commerce Economic Development Committee.
- Maintain a business client file system (hard copy).
- Complete special projects or tasks as assigned by the EDCO Executive Director.

- Attend, when necessary, local, regional, state or national meetings on behalf of the organization and community.
- Coordinate with EDCO Executive Director to develop annual budget for Prineville/Crook County programs and activities.

### **IMMEDIATE SUPERVISOR**

EDCO Executive Director. Guidance for program development and implementation will also be provided by a local Advisory Board.

*Economic Development for Central Oregon is an AA/EEO Employer and complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act*