

Rio Arriba County

Vacancy Notice

Human Resource Department

1122 Industrial Park Road

Española, New Mexico 87532

Telephone: (505) 753-2992 Fax: (505) 753-9397

Web: www.rio-arriba.org

Position: Economic Development Director

Positions Available: 1 **Department:** Manager's Office/Espanola

Opening Date: August 18, 2021 **Closing Date:** Open until Filled

Rio Arriba County (RAC) Manager's office is seeking a motivated individual for the position of Economic Development Director.

Principle Duties and Responsibilities:

- Coordinates with County Manager, Assistant County Manager, County Departments, Stakeholders and Community Members to develop, maintain and implement a Comprehensive Strategic Plan for Rio Arriba County;
- Develops, plans, organizes and implements marketing strategies to promote Rio Arriba County as an ideal business industry location through presentations, correspondence and meeting with individual investors and business owners, organizations (public and private) and all economic development clients or prospects interested in the county;
- Performs advanced professional work leading the County's economic development efforts to attract and maintain business and industry;
- Encourages the maintenance and improvement of the quality of life in Rio Arriba County by enhancing the economic base in accordance with guidelines set forth by the County Manager;
- Creates and implements programs to retain, expand, attract, and grow compatible businesses and industries both independently and in collaboration with other economic development organizations and entities, County, Regional, and State departments, divisions, agencies utilities, and transportation services;
- Represents Rio Arriba County's economic development interest by direct proactive involvement with appropriate local, regional, and State organizations, committees, and task forces;
- Promotes value, importance, and elements of County's economic development program to local, regional, and State stakeholders;
- Participates in long-range planning and directs and coordinates the implementation of plans for developing and expanding facilities and services;
- Comments internally on economic development components and elements of major land use plans and potential impacts thereof;
- Assumes a lead or supporting role in advancing long term revitalization, transit, and other major economic development commissioner priorities;
- Meets with corporate and business clients on location, relocation, expansion or recapture;
- Coordinates with State Economic Development Department leadership on state economic development related legislation, initiatives, potential prospects, and incentives;

- Assesses the impact of the county's investment in economic development, the structure and dynamics of the local economy, local employment trends, workforce readiness and related barriers, and workforce development solutions;
- Develops performance measures to assess the county's progress towards economic development goals;
- Prepares grant applications and Contracts to secure funds and services for economic development purposes;
- Coordinates the activities of local economic development organizations and the community to ensure that business and job opportunities are accessible and relevant to all segments of the community and that there is a systematic effort to reduce unemployment, increase incomes, and support diverse business activities;
- Promotes business and industrial development through personal contacts with community leaders, management officials of existing businesses and industry, the industrial real estate community, area and state agencies, etc.;
- Seeks creative financing programs applicable to industrial prospects, land and building development projects;
- Works closely with legal counsel and Grants & Contracts coordinator in preparing and negotiating land and building sales, easements, options, leases, mortgages, contracts, agreements, and requests;
- Develop and maintain a comprehensive inventory of sites and building and track business movement within the County including availability of business offices, industry buildings, and developable property in order to assist new businesses with information about available resources when considering a move to Rio Arriba County;
- Monitor local, state, and federal legislation and regulations relating to economic development and reporting findings and trends to Rio Arriba County Management and BOCC;
- Prepare, write, and administer grant applications related to economic development;
- Works to ensure that projects are completed within established time frame and budgetary parameters;
- Reviews project proposals to determine most appropriate procedures, prepare budget projections and decide staffing requirements;
- Recruits project personnel, assigns duties and responsibilities, and establishes schedules for implementation of plans;
- Monitors progress of projects and prepares per-audit reports for the County board of Commissioners and County Manager on a regular basis;
- Performs other duties as assigned by County Manager/Assistant County Manager.
- Other Requirements:
- Employee will complete a pre-employment drug test.
- Employee may complete new hire physical.
- Employee must comply with the safety guidelines of the County.

Skills Knowledge and Abilities:

- Master's degree and five (5) years of experience with emphasis in a related area (e.g. Business Administration, Public Administration, Marketing, Urban Planning, Economic Development, or Real Estate) OR Bachelor's degree in same emphasis areas with seven (7) years of appropriate work experience;
- Experience with business, planning, real estate, government economic

development or a related field; considerable experience in commercial or industrial real estate site acquisition and development, or in business and industrial financing, zoning, commercial real estate, and business marketing;

- Ability to read, write and comprehend complex legal documents, development agreements and contracts, executive site plans, budget documents, marketing documents, technical reports, strategic and operational plans;
- Considerable knowledge of the principles practices of economic development, County and State regulations business assistance programs, business cost structures, and of a broad range of commercial and industrial activities;
- Work requires public and persuasive speaking skills in setting that includes county and government officials, general public, organizations, associations and other audiences. Must possess effective oral and written skills for large groups or individual presentations;
- Requires the ability to read codes, site plans, building plans, mechanical drawings, maps, deed books, budgets, etc. Requires the ability to prepare budgets, reports, correspondence, memorandum, etc., conforming to all rules of punctuation, format, and grammar; strong computer skills;
- Must be conversant with land use planning, zoning, development, and regulatory principles and processes; must have knowledge of media and other avenues of approach to business firms that may be potential candidates for introduction into or expansion within the County;
- Ability to expedite governmental processes and funding source consideration in support of new or expanded business ventures;

WORKING CONDITIONS

- While performing the duties of this job, the employee occasionally works in outside weather conditions, attends meetings, trade shows, and presentations. The noise level in the work environment is usually quiet in the office, and moderate in the field. Work is performed mostly in office settings. Some outdoor work is required to visit buildings, construction sites, and unimproved land, and provide tours for groups;
- Performs work safely in accordance with County safety policy and procedures and specific departmental safety procedures;
- Potential work hazard includes use of the printer, other office equipment, the climbing of stairs;
- Employee primarily works with all County departments both in Espanola and Tierra Amarilla complexes;
- May require frequent sitting, standing, bending, or stooping for prolonged periods;
- May be required to report to work during emergency conditions;
- Employee may be required to take some job-related courses;
- Employee will be required to travel to state wide or national meetings and locations;
- Must be able to work flexible hours with evenings and travel required.
- The above statements are intended to describe the general nature and level of

work being performed and are not intended to be construed as an exhaustive list of all duties, responsibilities, and skills required for this position.

SPECIFIC DUTIES

- Attends conferences, seminars, workshops, classes, lectures, etc. as appropriate, to enhance and maintain knowledge of trends and developments in the field of economic development; attends professional, civic, and social gatherings, as appropriate, to represent and promote interests of County and to collect information pertinent to advancement of interests of the County.
- Performs general office, administrative, word processing and demographic research in absence of or in support of administrative assistant to meet critical deadlines.
- Performs other related work as required.
- Plans and organizes daily routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected times of completion of elements of work and establishes a personal schedule accordingly. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines, and

For more details on duties, responsibilities, and qualifications please contact the Human Resource Department at 505-753-2992 575-588-7254 or send e-mail

to MOtero@rio-arriba.org

Starting Pay: As per 2020-2021 Rio Arriba County Salary

Schedule Work Key Scores Preferred

Interested Applicants may submit an Employment Application to the Human Resource

Department in Tierra Amarilla or at the Espanola Annex Managers Office.

The County of Rio Arriba is an Equal Opportunity Employer. Selection for this position will be made solely on the basis of merit and qualifications without regard to race, national origin, political affiliation, religious faith or absence thereof, sex, age, disability, or any other non-merit factors

