



CLASSIFICATION NO. 039
Established: 12/03
Reactivated and Revised: 7/10
Revised with Title Change: 8/22
FLSA: Exempt
EEO: 2

ECONOMIC DEVELOPMENT MANAGER

CLASS CHARACTERISTICS

Under direction, to plan, organize, direct and supervise functions and assigned staff within the Office of Economic Development; to develop, recommend and oversee County-wide economic development efforts; to build relationships that promote the County's economic competitiveness; to support current and future businesses located within Clackamas County; and to do other work as required or assigned.

DISTINGUISHING CHARACTERISTICS

The Economic Development Manager is responsible for the management, coordination, and implementation of economic and business development strategies, projects, and functions with a particular focus on building wealth and prosperity by helping businesses start, expand, or relocate to Clackamas County. The Office of Economic Development also serves as the liaison between the County Fair & Event Center/Clackamas County Fair Board and the County.

The Economic Development Manager reports to and receives general direction from the County Administrator and is responsible for supervising staff within the Office of Economic Development. The incumbent is also responsible to bring an economic development lens to the work of other departments as appropriate, through coordination of work programs and ongoing engagement.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Develops, recommends, and oversees economic development strategies, programs, goals, and objectives; manages staff to implement and execute developed strategies, projects, and programs; provides vision, leadership and direction on major strategic initiatives and projects.
2. Cultivates diverse, strategic internal and external partnerships that benefit the County's economic equity priorities with community partners and increases community connections; coordinates with economic, equity, and workforce development officials in cities and unincorporated areas of Clackamas County; develops and maintains relationships with key businesses in target communities and with industries and organizations that advocate for the economic empowerment of historically disadvantaged communities and small business owners.
3. Researches, analyzes, and interprets economic data, and prepares studies and reports on a variety of economic issues, including labor market trends, retention measures and other regional economic planning issues; develops qualitative and quantitative measures to

monitor, ensure, and evaluate program and project effectiveness; recommends and implements actions for improvement as necessary.

4. Coordinates responses to inquiries, resolution of complaints, problems or emergencies related to area of responsibility; responds to the most sensitive or complex inquiries and service complaints and facilitates resolutions that may involve Planning, Engineering and Building Services divisions, other County departments and County Service Districts; creates goals and objectives designed to improve relations between the private and public sectors.
5. Hires and supervises professional staff to provide quality service to citizens, businesses, organizations and County staff; coordinates activities of staff; plans and organizes workloads and staff assignments; prepares and conducts performance evaluations; initiates and implements progressive disciplinary action as warranted; resolves grievances and other personnel matters; provides training opportunities and career development as appropriate; promotes cooperative team efforts among staff and with other departments.
6. Promotes Clackamas County's equitable and inclusive economic competitiveness; develops marketing materials and programs that promote Clackamas County as being "Open for Business" among site selectors, developers, and the business community in general to recruit new businesses as well as promote business retention and expansion.
7. Initiates actions and policies to maximize the supply of development-ready land; partners with education and workforce entities to develop a talent pipeline for existing and future businesses and works with partners to fill those gaps.
8. Conducts an ongoing economic development grants program to distribute available funding to local entities that apply through a competitive process; seeks grant funding opportunities for the county, and assist partner organizations in identifying appropriate grant opportunities for their communities and projects; provides grant facilitation, administration, oversight and monitoring as needed for internal programs.
9. Establishes partnerships with other jurisdictions, the state and federal government, and business advocacy organizations in the crafting of development/re-development strategies and funding needed to support regional economic development; participates in organizations and task forces as needed to network and represent Clackamas County in regional and state-wide economic development initiatives (including but not limited to Greater Portland Inc, the Clackamas County Business Association, the Clackamas Workforce Partnership, and the Westside Economic Alliance); coordinates funding and planning of intergovernmental agreements with other government entities; provides assistance to cities and unincorporated areas in their revitalization efforts.
10. Manages economic development events and serves as a County representative for public involvement on related committees and groups; functions as primary contact for information and assistance regarding economic development programs and projects.
11. Attends Board of Clackamas County Commissioner meetings and meetings with other public agencies including council meetings of cities within Clackamas County as needed; provides staff support to the County Economic Development Commission (EDC).
12. Acts as a liaison between the County Fair & Event Center/Clackamas County Fair Board, or assigns function to Office of Economic Development staff; facilitates the Fair Management

Agreement between the two organizations; ensures policies and procedures are in place to meet requirements of the agreement.

13. Prepares, administers, and monitors the annual budget for the Office of Economic Development; forecasts funds needed for staffing, equipment, materials, services, and supplies; approves expenditures, allocates resources, and implements budgetary adjustments as appropriate; administers various grant applications and grant funding to enhance County economic development efforts.
14. Creates and oversees the implementation and maintenance of a County Economic Development Work Plan, for review and approval by the County Administrator and County Board.
15. Maintains and builds the County's small business initiatives in close coordination with external partners such as Chambers of Commerce, the Clackamas Community College Small Business Development Center, the Small Business Legal Clinic, Main Street organizations, Community Based Organizations with a focus on small businesses particularly in traditionally disadvantaged communities, and Business Oregon.
16. Engages with other County departments on major initiatives that bear on the County's economic competitiveness, providing an economic development lens to those initiatives.

REQUIRED KNOWLEDGE AND SKILLS

Working knowledge of: Public and private sector economic development processes, practices and strategies; marketing methods for attracting and retaining commerce and return on investment principles; private sector business practices, including business plan development, business financing and business development strategies; traded-sector vs. non-traded sector businesses; industry cluster concept and strategies; marketing, promotion and public relations; principles of effective service delivery; zoning and land use development laws, regulations, and processes; infrastructure development; public financing methods and grants management; governmental planning principles and practices of personnel, budget and project management.

Skill to: Communicate effectively, both orally and in writing; inspire and motivate colleagues and staff to creatively address challenges and opportunities related to the economic health of the County; analyze and evaluate complex economic and financial data; develop, manage, and administer budgets and expenditures; interpret and apply applicable laws, codes, regulations, and standards; develop marketing strategies, materials and programs to promote, attract and retain business enterprises; establish effective working relationships with private sector and public organizations as well as internal county staff and elected officials; devise policies and strategies based on research and understanding of local and regional economic development activities; creatively resolve business development issues between businesses and governmental organizations; plan, coordinate and supervise staff and functions of Economic Development; proficient in the use of computer software programs, including Microsoft Word, Microsoft Excel, databases and GIS system mapping.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications

and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of eight (8) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position, which includes three (3) years' experience managing a program or operating unit.

Licenses/Certifications: None required.

PRE-EMPLOYMENT REQUIREMENTS

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license, and possess and maintain an acceptable driving record throughout the course of employment.