



COMMUNITY AND ECONOMIC DEVELOPMENT MANAGER

BENTON-FRANKLIN COUNCIL OF GOVERNMENTS (BFCG)

ABOUT THE AREA:

The Tri-Cities area of Southeastern Washington State includes all of Benton and Franklin Counties and a small portion of Walla Walla County. The area has a mixture of urbanized areas centered on the confluence of the Yakima, Snake, and Columbia Rivers and rural areas known for an abundance of agricultural lands. The area has been growing rapidly and is a center of commerce, transportation, and medical services for the region. Located to the east of the Cascade Mountains, the area has over 300 days of sunshine a year and limited precipitation. Recreation opportunities in the region are plentiful for outdoor enthusiasts and the area is part of Washington's "Wine Country", so tourism has become a major influence within the area. The metropolitan area population now ranks fourth in the State of Washington in terms of population.

COMMUNITY AND ECONOMIC DEVELOPMENT MANAGER POSITION:

BFCG is seeking a Community and Economic Development Manager. This professional managerial level position is responsible for many elements of regional planning, community development, and economic development. Meeting all obligations and planning requirements of federal and state agencies in maintaining the Economic Development District, assisting member agencies with state growth management criteria, and overseeing the administration of an assortment of loan programs.

PRIMARY DUTIES:

The successful candidate will be working on duties such as:

- Facilitate and compose the annual update of the Comprehensive Economic Development Strategy (CEDs), including opportunities and challenges, goals and policies, and project prioritization.
- Oversee an assortment of loan funds for small businesses utilizing federal and other funds.
- Serves as liaison, connecting local, state, and federal Agencies
- Help identify economic development grant-eligible projects with state and federal resources for locally impacted communities to ensure these entities take full advantage of available funding opportunities.
- Identify employment and development opportunities, and work with the public and private sector to take steps necessary for their realization.
- Provides project oversight and facilitation for joint projects often involving more than one funding entity.
- Plans and personally participates in major physical planning studies; gathers and evaluates data and makes recommendations in the conduct of complex studies relating to growth management, solid waste management, water/sewer studies, land use issues, zoning and related areas of planning.
- Aids local agencies in the development of grant proposals, responding to detailed request for information from local agencies, consultants, and other groups and individuals.

THE IDEAL CANDIDATE WILL HAVE:

- A Master's degree in physical and/or regional planning, public administration, economics. (A Master's degree in a directly related field of study may be substituted for one year of experience.)
- Excellent interpersonal skills using tact, patience, and courtesy.
- Minimum of (5) five years of management level experience in both community and economic development planning.
- Excellent interpersonal skills using tact, patience, and courtesy.
- Proficiency in Microsoft Word, Excel, Outlook; and Adobe Pro.

- Excellent organizational skills; able to set priorities and meet deadlines.
- Excellent communication skills; written and verbal.
- Enthusiasm, motivation and capability to be a self-starter.

COMPENSATION:

- Salary will be based on a combination of education and applicable experience. Salary range is \$65,000 - \$75,500. Starting salary is typically between the base and the midpoint of the range.
- BFCG offers a comprehensive benefits package including the following:
 - Choice of two medical plans
 - Employer-paid Health Reimbursement Arrangement (HRA) account for out-of-pocket medical expenses
 - Employer paid life, dental, vision, and long-term disability insurances
 - Retirement plan – 401a funded at 3.9% of salary by employee and 11.8% of salary by employer
 - Retirement health savings funded at 1% of salary by employer
 - Deferred compensation plan 457b available to employee
 - Annual leave starting at 18 days/year
 - Sick leave
 - Holiday leave
 - 37.5 hour standard work week

TO APPLY:

All applicants must submit a cover letter, resume, and completed BFCG application. The application and job descriptions can be found on the agency website at <https://bfcog.us/employment-opportunities/>. Completed materials can be submitted in hard copy or via email.

Send submittals to mmonroy@bfcog.us or:

Benton-Franklin Council of Governments
587 Stevens Drive
Richland, WA 99352

For further information, contact BFCG at (509) 943-9185 or mmonroy@bfcog.us.

Initial application review on September 14, 2020.

BFCG fully complies with Title VI of the Civil Rights Act of 1964 and related statutes and regulations in all programs and activities.



POSITION DESCRIPTION: Community and Economic Development Manager

Under general direction of the Executive Director, the Community and Economic Development Manager coordinates with local, state, and federal agencies to manage the community and economic development functions for Benton-Franklin Council of Governments (BFCG) and the Benton-Franklin Economic Development District. This professional managerial level position is responsible for many elements of regional planning, community development, and economic development; meeting all obligations and planning requirements of federal agencies in maintaining the Economic Development District, and overseeing the administration of an assortment of loan programs.

REPORTING RELATIONSHIP

General guidance is given by the Benton-Franklin Council of Governments Executive Director.

SUPERVISION EXERCISED

Economic Coordinator and Economic Recovery Coordinator.

ESSENTIAL FUNCTIONS

- Facilitates and composes the annual update of the Comprehensive Economic Development Strategy (CEDS), including opportunities and challenges, goals and policies, and project prioritization.
- Oversee an assortment of loan funds for small businesses utilizing federal and other funds.
- Serves as liaison, connecting local, state, and federal Agencies
- Collects and analyses data related to the area's economic conditions.
- Identifies employment and development opportunities, and work with the public and private sector to take steps necessary for their realization.
- Provides project oversight and facilitation for joint projects often involving more than one funding entity.
- Plans and personally participates in major physical planning studies; gathers and evaluates data and makes recommendations in the conduct of complex studies relating to growth management, solid waste management, water/sewer studies, land use issues, zoning and related areas of planning.
- Aids local agencies in the development of grant proposals, responding to detailed request for information from local agencies, consultants, and other groups and individuals.
- Serves as the primary liaison for the bi-county area for Census Bureau data.
- May performs other duties of a similar nature or level.

MINIMUM QUALIFICATIONS: KNOWLEDGE, SKILLS & ABILITY

To perform the essential functions of the classification, incumbents must be able to demonstrate the following knowledge, skills and abilities:

- A proactive, team-player with ability to establish and maintain cooperative relationships with member jurisdiction elected officials and staff, public and private economic development professionals, and organizations in the bi-county area, as well as federal and state agencies.
- Excellent interpersonal skills using tact, patience, and courtesy.
- Ability to define problems, collect data, establish facts and draw valid conclusions.

- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Highly organized and able to manage time effectively and efficiently.
- Must be able to regularly and punctually attend work at the office or other location(s).
- Proficiency in Microsoft Word, Excel, Outlook; and Adobe Pro.

MINIMUM QUALIFICATIONS: EXPERIENCE AND TRAINING

This position requires a degree in physical and/or regional planning, public administration, economics, geography, or a closely related field, a minimum of (5) five years of management level experience in both community and economic development planning. (A Master's degree in a directly related field of study may be substituted for one year of experience.) A detailed working knowledge of the principles, practices, and legal requirements of community planning, growth management in Washington State, and the organization and function of the various federal, state and local agencies involved in community and economic planning or any combination of relevant education and experience sufficient to demonstrate the knowledge, skills and abilities to perform duties listed above.

- Possess a valid Washington State driver's license (or ability to obtain within 30 days of employment) and a good driving record.
- Must maintain a level of mental and physical fitness required to perform the essential functions of this classification
- Must pass a criminal background investigation.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

To perform the essential functions of the job, the Community and Economic Development Manager must be able to perform the following:

Manual dexterity, talking, hearing/listening, seeing/observing, repetitive motions.

Sedentary Work: Exerting up to a 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

SAFETY

We expect our employees to ensure compliance with all applicable safety practices and policies, including those established by OSHA/DOSH regulations. This includes but is not limited to actively identifying and correcting potential hazards that may affect employee and public safety, including those identified by co-workers. Leading by example to promote a positive culture of workplace safety through everyday action; emphasizing safe completion of work throughout all aspects of developing and carrying out work plans.