



ECONOMIC RECOVERY COORDINATOR POSITION

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.

ECONOMIC RECOVERY COORDINATOR POSITION:

BFCG is seeking an Economic Recovery Coordinator will administer the new CARES Act Recovery Assistance Supplemental award of funds to undertake recovery activities to assist the District's region in responding to the economic disaster as a result of the Covid-19 crisis. **This is a temporary funded position expected to last two years.**

PRIMARY DUTIES:

The successful candidate will be working on duties such as:

- Update the CEDS to include a focus area on pandemic recovery and resiliency based on the existing and anticipated COVID-19 impact.
- Provide economic development planning and coordination in developing a region-wide disaster recovery and resiliency economic development plan element.
- Implement economic recovery and resilience plans with the goal of rebuilding resilient and sustainable communities throughout the organization's region.
- Assist in local, state, and federally led coronavirus recovery planning efforts among the most highly impacted communities.
- 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 and foster private and non-profit partnership opportunities
- Working with local, state and federal agencies.
- Supporting Serve as a liaison between local, state, and federal partners to speed the recovery process through strategic technical assistance and local capacity augmentation for the highly impacted communities within the organization's jurisdiction.
- Facilitate the implementation of locally generated disaster recovery economic development projects developed as part of the CEDS or CEDS-aligned economic recovery and resilience plan.
- May performs other duties of a similar nature or level.

THE IDEAL CANDIDATE WILL HAVE:

- A Bachelor's degree in physical and/or regional planning, public administration, economics, geography, or a closely related field
- Minimum of (3) three years of related experience in administering grant funds and community and economic development planning. At least three years of supervisory experience.
- Excellent organizational skills; able to set priorities and meet deadlines.

- Excellent communication skills; written and verbal.
- Ability to work well in a team or independently.
- 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 - \$75,000 (**two year position**). 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.

Applications requested by September 28th, but accepted until October 2nd.
(Position open until filled)

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: Economic Recovery Coordinator

Under general direction of the Community and Economic Development Director, the Economic Recovery Coordinator will administer the new CARES Act Recovery Assistance Supplemental award of funds to undertake recovery activities to assist the region in responding to the economic disaster as a result of the Covid-19 crisis. ***This is a temporary funded position expected to last two years.***

REPORTING RELATIONSHIP

General guidance is given by the Community and Economic Development Manager

SUPERVISION EXERCISED

None

ESSENTIAL FUNCTIONS

- Update the CEDS to include a focus area on pandemic recovery and resiliency based on the existing and anticipated COVID-19 impact.
- Provide economic development planning and coordination in developing a region-wide disaster recovery and resiliency economic development plan element.
- Implement economic recovery and resilience plans with the goal of rebuilding resilient and sustainable communities throughout the organization's region.
- Assist in local, state, and federally led coronavirus recovery planning efforts among the most highly impacted communities.
- 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.
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- Serve as a liaison between local, state, and federal partners to speed the recovery process through strategic technical assistance and local capacity augmentation for the highly impacted communities within the organization's jurisdiction.
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- 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, and 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 (3) three years of related experience in administering grant funds and community and economic development planning. 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 Economic Recovery Coordinator 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.