



Classification Title	Deputy Director, Economic Development	Code	167800
Department	Economic Development	FLSA	Non-Exempt
Pay Range	Executive 06	Represented	No

GENERAL SUMMARY

The Deputy Director of Economic Development assists the Director in the overall management of the department. This position will serve in the absence of the Director.

SERIES CONCEPT

None

ESSENTIAL DUTIES & PRIMARY RESPONSIBILITIES

Essential functions are the basic job duties that an employee must be able to perform, with or without reasonable accommodation. This list of essential functions is intended to be representative of the duties performed within this classification. The omission of a function does not preclude management from assigning essential duties not listed if such duties relate to the position.

- Responsible for the day to day oversight and management of the department, including all Financial and Operational activities.
- Effectively manages, coaches and counsels assigned managers and staff.
- Manages a variety of departmental initiatives and programs including Business Retention, Recruitment and Outreach; makes recommendations for the modification of existing programs.
- Serve as an advocate for clients and keep stakeholders informed.
- Analyze, advise and execute solutions to complex business and regional economic development issues.
- Interprets policies and procedures to ensure adherence to all applicable laws, regulations, and County-wide policies.
- Assists in the development of the budget and financial strategies.
- Serves on community boards and commissions.
- Delivers presentations to administration, Council or other external stakeholders as required.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Performs other duties as assigned.



MINIMUM QUALIFICATIONS

Education and Experience

- Bachelor's Degree in public or business administration, economics, or related field.
- Seven (7) years of progressively responsible experience in economic development, business and trade activities OR any equivalent combination of education and experience which clearly indicates the ability to perform the essential functions of the position is required. Previous supervisory/managerial experience is required.

Licenses or Certifications

A valid Washington State driver's license or the ability to otherwise meet the travel requirements of the position is required.

OTHER JOB REQUIREMENTS

Must authorize and complete a background check prior to employment. Work a flexible schedule, which may include evenings, weekends, holidays and overtime.

PREFERRED QUALIFICATIONS

None.

SUPERVISION

Work requires managing and monitoring work performance by directing multiple employees in a business unit, including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.

COMPETENCIES

Knowledge of:

- Principles and practices of economic development, including planning, coordinating and responding to business inquiries.
- The political process and intergovernmental affairs.
- Culture awareness and diversity issues.
- Budget development and administration.

Skill in:

- Leadership to gain consensus, inspire and support staff and managers.
- Public speaking.
- Working with a variety of businesses.

Ability to effectively:

- Manage and monitor plans, programs and functions.
- Negotiate.
- Multitask.
- Communicate orally and in writing.



- Write clear, concise and accurate reports and recommendations.
- Establish and maintain working relationships with other County employees and officials, legislative representatives, representatives from other governmental agencies, interested citizens, and others.
- Identify needs, develop and implement action plans.
- Analyze situations quickly and objectively and determine a proper course of action; use appropriate independent judgment to make decisions.
- Understand and follow written and verbal instructions.
- Work with a variety of individuals from diverse backgrounds.

WORKING ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Exposures	Frequency Working in Designated Environment
Individuals who are hostile or irate	Sometimes
Extreme cold (<i>below 32 degrees</i>)	Seldom or Never
Extreme heat (<i>above 100 degrees</i>)	Seldom or Never
Communicable diseases	Seldom or Never
Moving mechanical parts	Seldom or Never
Fumes or airborne/blood borne	Seldom or Never
Toxic or caustic chemicals or substances	Seldom or Never
Loud noises (<i>85+ decibels such as heavy trucks, construction</i>)	Seldom or Never

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position is generally sedentary. Employee sits most of the time; may walk or stand for brief periods. Travel to various work sites, businesses and/or meeting locations is required. While visiting various business sites, incumbents will be required to move around large areas of property with varying terrain, and climb stairs, ladders and or ramps. Physical activities required include finger dexterity necessary to operate equipment in this position, talking, seeing, walking, sitting, bending/stooping, pushing/pulling and unassisted lifting associated with the essential functions is required.