

CCD BUSINESS DEVELOPMENT CORPORATION

POSITION DESCRIPTION

Position Information:

Title: ***COMMUNITY DEVELOPMENT TECHNICIAN***
Position: New Revised Date: 1/2022
Eligible for Overtime: Yes No Non-Exempt

Basic Functions

Provide assistance to the Community Development Department with prevailing wage rate recordkeeping, and other basic support for the department. In cooperation with the Community Development Director, assist with the design and implementation of strategies for the day-to-day operation and implementation of community economic, business development, and technical assistance activities. Reports directly to the Community Development Director.

Working Relationships:

Supervised directly by the Community Development Director. Works independently on projects but also in cooperation with the Community Development Director and other staff members. Close and effective working relationships with professional consulting firms, state, federal, local, regional partners, and tribal officials.

Principal Activities:

The most important activity will be to coordinate and communicate at all times with the Community Development Director. This position requires a motivated and responsible individual with good office and time management skills. This position requires some travel within CCD's service region of Coos, Curry, and Douglas counties.

Program Management:

Work together with the Community Development Director and staff on the following tasks and activities:

- Labor Standards/Prevailing Wage recordkeeping, including training on Davis Bacon, BOLI, and funding agency labor standards, site visits, checking certified payroll reports and resolving inaccurate issues.
- Provide assistance with infrastructure and community facility projects.
- Assist with grant and loan application writing and submittals for projects.
- Assist with facilitating meetings, included but not limited to, community meetings and economic development boards.
- Assist with managing Enterprise Zones in the region, with assistance from staff. Coordinate activities with Enterprise Zone applicants and sponsors.
- Assist with the development, implementation, and management of the Comprehensive Economic and Community Development Strategy (CEDS) for CCD's region.
- Monitor work programs on community economic development program activities to ensure work is on time and on track.
- Participate with staff in the development, field testing, and refinements of CCD's community economic development programs and maintain complete and accurate records of work progress.
- Performs other duties as assigned or necessary to meet the goals and objectives of CCD.

General Administration:

Assist the Community Development Director and other staff with the coordination and production of progress reports to funders; edit documents; and preparing activity reports for CCD Board meetings.

Accountabilities:

- Performing duties in an accurate and timely manner.
- Maintaining a positive image of CCD by being courteous, friendly, and professional in person and on the phone.
- Suggesting changes to existing procedures and policies to improve CCD's effectiveness in accomplishing its objectives.
- Adhering to policies and requirements of all funding sources and regulating agencies.
- Demonstrated ability to manage multiple programs and tasks successfully.
- Demonstrated ability to motivate self and work independently.

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- Effective communication skills, both written and oral.
- Ability to work and interact as part of a team.

Requirements:

High School Diploma or GED. Community & Economic Development experience desirable. Must be flexible, detail oriented, able to work independently, and dedicated to the expansion and improvement of CCD's Community & Economic Development Programs. Demonstrate proficiency with and working knowledge of Excel, Microsoft Word, Internet navigation and other word processing, spreadsheet, and database programs. Excellent communication skills, oral and written. Excellent organizational skills and the ability to multi-task. Ability and willingness to work with confidential information and maintain confidentiality. Ability to maintain effective working relationships with CCD staff, Board Members, contractors, local, state, and federal government staff, and consultants. Valid Oregon driver's license that will allow the individual to travel.

Personal skills, such as:

- The ability to be a "team player", as well as a "self-motivator".
- The ability to be flexible and able to change direction with very little notice.
- The ability to work under the pressure of time constraints.
- The ability to make decisions and solve problems without direct supervision.

Please email resumes to b.rogers@ccdbusiness.com

Current Established Pay Scale Starting At: \$31,200