

**PORT OF WALLA WALLA
POSITION DESCRIPTION
ECONOMIC DEVELOPMENT ASSISTANT**

Position Title:

Economic Development Assistant

Full-time – Exempt Position

Starting salary range \$50,000 - \$60,000 full-time plus benefits (DOE/DOQ).

Reports to:

Economic Development Director

Position Summary:

Under the general direction of the Economic Development Director, the Economic Development Assistant assists and plans, organizes and completes the economic development efforts and coordination of these efforts with public agencies and the private sector to generate employment and investment activity in Walla Walla County.

Desired Skills:

- Demonstrate competent and effective oral and written communication skills.
- Excellent organization skills.
- A personality style which emphasizes collegiality, teamwork, participation, judgement and a commitment to results.
- Ability to work independently without daily supervision.
- Operate personal computers utilizing word processing, database, spreadsheet and graphics based software applications.
- Ability to work with other state and local agencies.
- Ability to provide great customer service.

Minimum Qualifications:

- Minimum five years of experience in economic development, marketing or a related career is required.
- Bachelor's degree in business, economics, public administration, or related field is required. Additional years of experience may be considered in lieu of a degree.
- Must understand and act consistently with the principles and practices of local and regional economic development, including business and public finance, real estate, business attraction and retention, community revitalization, planning and research.
- Must be able to establish and maintain cooperative and effective working relationships with persons and organizations holding diverse political, cultural, social and economic views both within and outside the Port of Walla Walla.
- Must have excellent skills working in the MS Office suite and other digital media, to include word processing, spreadsheets and email.
- Must possess excellent writing, negotiating, and presentation skills suitable for a wide variety of audiences, including government officials, elected officials, business executives or owners, entrepreneurs, and community members.

- Must be a self-directed and independent person who is able to identify issues, make sound decisions and implement as needed. At the same time, must be comfortable working in a team environment with the Economic Development Team, internal Port staff and other partner organizations and agencies.
- Must be comfortable working in a fast-paced environment where priorities may change rapidly. Must be able to handle multiple projects at the same time with enthusiasm, positive energy and accuracy all while remaining calm under pressure.
- Valid driver's license is required.
- Ability to travel and work flexible hours including evenings and weekends is required.
- Public sector experience is preferred.
- Basic financial acumen is required.
- Experience developing and managing operating and capital budgets is preferred.

Essential Duties and Responsibilities:

- Observe applicable security and safety rules, regulations and procedures. Safety is job one!
- Provide support for the Executive Director and the Economic Development Director.
- As the lead contact, provide recruitment, expansion, retention, and local support.
- Develop and manage efforts to influence companies to relocate to the region as well as support companies and their growth strategies
- Analyze, research, and maintain information on economic and market trends, development issues, job markets, and other economic inputs, and integrate these factors into economic development programs.
- Develop and maintain contact with existing county employers, primarily in manufacturing and higher-level services, to respond to needs to grow and retain their business (retention/expansion).
- Maintain contact and knowledge of real estate professionals, service consultants, community profile and infrastructure information, permitting and regulatory information, incentives and funding resources.
- Network with resource entities such as real estate brokers, financial entities (private capital and public sources), transportation, and infrastructure providers to support business growth.
- Collaborate with Cities and County on common goals, projects and funding levels/strategies.
- Develop and manage public agency collaborative efforts to support economic development advocacy and projects (Washington State Department of Commerce and Federal Agency relationships). External support to local government partners (Walla Walla County and cities within Walla Walla County).
- Collaboration with local economic development service providers, including managing specific service contracts with those providers.
- Establish private sector partnerships to promote economic development and support growth. Explore new approaches that focus on collaborations between private and public sectors.

- Identify and provide outside funding assistance and incentives for public or private entities, from public and private sources, for economic development projects. Advise local partner agencies in the county on financing opportunities.
- Provide internal support to Port Operating divisions (Real Estate, Economic Development, Property Management, Maritime, Aviation).
- Communicate funding opportunities to Port and external partners and assist with funding applications.
- Manage contracts and agreements for designated economic development division services.
- Work collaboratively with colleagues; serve on the Port's interdepartmental teams for business retention, expansion and attraction projects on Port properties. Serve in an advisory role to port management regarding new business opportunities and in client retention and development, as directed.
- Manage other projects and responsibilities that the supervising director deems appropriate.
- In all capacities will incorporate safety policy and procedures necessary for the well-being of the public and fellow employees.
- Ability to work well and cooperate with staff, contractors and public.
- Ability to learn to effectively manage the multiple and diverse activities. Exercise initiative and good judgment.
- Ability to act decisively in difficult or emergency situations; assume a role in identifying and executing workable solutions to mitigate problems.
- Ability to prioritize work, manage projects while maintaining a focus on project details and schedules.
- All other duties as assigned.

Primary Work Location

- The selected person will work out of an office provided by the Port in Walla Walla.
- Primary work location will be in Walla Walla County.

Essential Functions:

To perform this job successfully, an individual must meet the qualifications and be able to perform all of the duties described in the “Minimum Qualifications”, “Special Requirements” and “Duties and Responsibilities” sections of this job descriptions. All of the above are considered essential functions of this job. The identified essential functions are representative of the minimum levels of knowledge, skills, experience, and/or ability required.

Important Disclaimer Notice:

The job duties, responsibilities, skills, functions, experience, educational factors and the qualifications listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The employer reserves the right to revise this job description at any time and to require employees to perform other tasks as circumstances or condition of its business, competitive considerations, or the work environment change.

Equal Opportunity/Affirmative Action Employer:

All qualified persons will be considered for employment without regard to race, color, religion, sex, national origin, age, political affiliation, disability status or any other non-merit factors. Port of Walla Walla is also committed to diverse workforce, women, disabled persons, members of ethnic minority and other underrepresented groups are encouraged to apply.

Approved:



March 12, 2019

Patrick H. Reay
Executive Director

Date