

**CITY OF HARDIN
VACANCY ANNOUNCEMENT**

Economic Development Director

PRIMARY OBJECTIVE OF POSITION: Under administrative direction, aggressively promote economic growth and development of workforce housing for the City of Hardin. To provide assistance for new business and industrial growth and assistance for existing business expansion and retention. Coordination of economic development with resources already in place within the community and the State. Directs all planning aimed at deciding methods to be used in carrying out the objectives and implementation policies of the City.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Must possess the ability to communicate orally and in writing with multiple agencies, organizations, and governmental units. Must possess grant writing and administrative skills. Possess financial and planning skills with the ability to work well with others. Physical demands are limited to lifting up to 30#s (greater with assistance) walking, prolonged sitting, ability to speak, hear and see, with assistance as may be required.

MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE: Directs the execution of the economic development plans approved by the Mayor and City Council; formulates and executes a marketing plan; works to assure the attitudes and atmosphere of economic development within the community; encourages participation and promotes an open and direct working relationship with the citizens of the City. Specific areas of accountability are: Financial, Community Relations, Planning, Communications, and Housing.

EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS: Graduation from High School supplemented by training in the area of economic development, finance, or real estate development. Three years of progressively responsible experience in the field of community or economic development with local government experience desirable. Excellent communication skills of writing, speaking, and listening required. Computer experience helpful. Possession of a valid Montana Driver's License.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position. Will perform such other assignments as may be directed in the day to day operations of the City.

Entry Level Salary: \$25.00 to \$28.00 per hour DOE

Benefits Include: Holiday, Sick, Vacation, Health/Dental/Vision, and Retirement

Application Closing Date: Position Open until filled.

Required Application Materials and Forms: Completed City of Hardin Job Application / Resume

Hours: This is a Full – time position. Union position available.

APPLICATIONS available:

City of Hardin
406 N Cheyenne
Hardin MT 59034
665-9292 Or <http://www.hardinmt.com/Wanted.html>

Complete job description available upon request.

EOE and Drug and Alcohol-Free workplace. Pre-Employment Drug testing is required. Applicant is Subject to a Background Check.

CITY OF HARDIN

POSITION: Economic Development Director

ACCOUNTABLE TO: Mayor

PRIMARY OBJECTIVE OF POSITION: Under administrative direction, aggressively promote economic growth and development of workforce housing for the City of Hardin. To provide assistance for new business and industrial growth and assistance for existing business expansion and retention. Coordination of economic development with resources already in place within the community and the State. Directs all planning aimed at deciding methods to be used in carrying out the objectives and implementation policies of the City.

ESSENTIAL JOB FUNCTIONS: Must possess the ability to communicate orally and in writing with multiple agencies, organizations, and governmental units. Must possess grant writing and administrative skills. Possess financial and planning skills with the ability to work well with others. Physical demands are limited to lifting up to 30#s (greater with assistance) walking, prolonged sitting, ability to speak, hear and see, with assistance as may be required.

MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE: Directs the execution of the economic development plans approved by the Mayor and City Council; formulates and executes a marketing plan; works to assure the attitudes and atmosphere of economic development within the community; encourages participation and promotes an open and direct working relationship with the citizens of the City. Specific areas of accountability are:

Financial: Prepare and submit an annual budget; review financial expenditures on a monthly basis with the Finance Committee of the City Council; report quarterly financial status; continually updating resource listings of available federal and state funds for research and development for the City; establish a coordinated mix of flexible financing alternatives that encourage and attract business expansion and growth.

Community Relations: Develop a close working relationship with the Mayor, City Council, County Commissioners, Legislators, labor leaders, and local business and industry leaders focusing on job retention, job creation and recruitment activities and decisions; Coordinate all inquiries concerning potential business and industrial development, expansion of area businesses, and/or matters pertaining to educational, cultural, and economic growth; Promote and encourage citizen involvement in the business, industrial, and economic growth of the area through frequent public contacts and full utilization of the area media.

Planning: Develop a short range plan (1-5 years) and a long range plan (5-10 years); Execute short range plan through the full utilization of the Mayor and City Council; Develop an "inventory" of and actively pursue potential economic related funding resources for public, private, and not for profit community organizations; Within the short and long range plans, bring together the necessary resources to facilitate economic development activities; Ensure, through close working relationships, the involvement and support of the State government and other State organizations committed to the economic development of the State of Montana.

Communications: Keeps the Mayor and City Council constantly informed as to the status and prospects for economic development as appropriate; Promotes the Big Horn County and the City of Hardin throughout the country and internationally through a proper defined and planned advertising campaign as advised by the Mayor and City Council; Fully utilize area media to communicate to the community with regard to the economic development activities.

Housing: Continue the Affordable Housing Program that has been developed through the EDD position and build off the programs that are in the process of being completed. Further develop relationships with local lenders and connect with potential buyers. Promote and conduct a first-time home buyers' program in Hardin. Under supervision of

Mayor and in conjunction with other departments (finance, building department) develop short and long-term plans to develop workforce housing.

SUPERVISION – RESPONSIBILITY FOR WORK OF OTHERS: Coordinates the local efforts of others in the area of economic development.

EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS: Graduation from High School supplemented by training in the area of economic development, finance, or real estate development. Three years of progressively responsible experience in the field of community or economic development with local government experience desirable. Excellent communication skills of writing, speaking, and listening required. Computer experience helpful. Possession of a valid Montana Driver's License.

EXAMPLES OF PERFORMANCE CRITERIA AND EXPECTATIONS: Develops close working relationships between the City of Hardin departments, Big Horn County, State of Montana, local businesses, industry, and labor leaders, and the citizens of the community at large;

Keeps the Mayor and City Council continually updated as to activities, prospects as appropriate, and progress;

Fully utilize all area media to communicate the message of economic development;

Develops a marketing plan for economic development that includes short - and long-range plans;

Develops an inventory of flexible financing alternatives for economic development;

Develops and researches potential development sites for workforce housing; and

Coordinates all inquiries concerning potential new and/or expanding economic development activities.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position. Will perform such other assignments as may be directed in the day to day operations of the City.