

**BEFORE THE BOARD OF CURRY COUNTY COMMISSIONERS
IN AND FOR THE COUNTY OF CURRY, OREGON**

**In the Matter of the Promotion of an
Employee**

)
)

ORDER NO. 23313

WHEREAS, it is the recommendation of Michael E. Fitzgerald, Director of County Operations, that Miranda Plagge, currently an Economic Development Assistant, Salary Range I, Step 5, at \$4797/month, be promoted to the position of Economic Development Administrator, Salary Range M, Step 4, at \$5016/month.

The job description for the new position is attached hereto and incorporated by reference.

WHEREAS, the Board of Commissioners of Curry County, a political subdivision of the State of Oregon, is in agreement with the above stated recommendation.

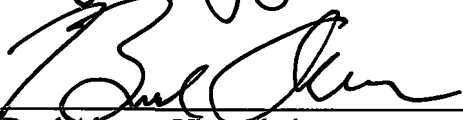
NOW, THEREFORE, IT IS HEREBY ORDERED that the above stated hire be in effect as of October 23, 2023.

DATED this 1st day of November, 2023

BOARD OF CURRY COUNTY COMMISSIONERS

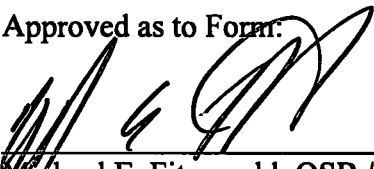


John Herzog, Chair

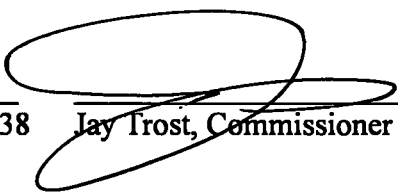


Brad Alcorn, Vice Chair

Approved as to Form:



Michael E. Fitzgerald, OSB #950738
County Legal Counsel



Jay Frost, Commissioner

CJ2023-357
Curry County Clerk, Shelley Denney
Filed Date 11 / 3 / 23
Time 2:14pm - 4 pages
Deputy S. Lindsey Harris

**CURRY COUNTY
JOB DESCRIPTION**

JOB TITLE: Economic Development Administrator

EXEMPT: Yes
SALARY LEVEL: M
SUPERVISOR: BOC Administrator
PREPARED BY: BOC Administrator

September 2023

GENERAL POSITION SUMMARY:

This position analyzes and initiates economic development needs of Curry County and serves as the program representative for the Curry County Tourism program. Develops, directs and implements programs, activities and goals of the County's Economic Development Department, including efforts to actively build and maintain state and regional partnerships, engage the community, fulfill the Strategic Destination Management Plan, and assist locals and visitors to create a mutually beneficial relationship through support for local businesses, tourism, destination development and asset infrastructure.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Assesses Curry County's economic and community development needs, develops and administers the County's Economic Development Strategic Plan, manages a business retention and expansion program, helps in developing an employable workforce, strives to increase trade sector jobs, and develops and implements programs to meet the needs identified within the Strategic Plan. Assists County businesses in expanding and improving opportunities. Works with County businesses regarding grants, funding, financing sources, and strategic planning.
2. Manages the fiscal operations of the Economic Development Department; prepares and administers Department budgets based on resource requirements, cost estimates and County objectives and goals. Approves, monitors, and documents expenditures assuring compliance with approved budgets.
3. Oversees the County Business Licensing program. Administers and manages the Transient Lodging Tax and Short Term Rental programs per ordinance, the Transient Lodging Tax program including tax collection, audits, reports, and fund distribution as set forth by County ordinances.
4. Prepares and coordinates grant applications relative to community development and economic needs. Monitors and researches State and Federal grant programs. Initiates MOUs, IGAs, contracts, resolutions, orders, and policies relative to departmental function, program implementation, and economic development.

5. Prepares and maintains information on utilities, taxes, zoning, transportation, community services, legislation, financing tools, and incentives in order to respond to requests for information for economic development purposes, and the coordination with other departments and agencies as needed. Provides professional economic development advice and serves as an advocate for economic development in line with the County Comprehensive Plan, Zoning Ordinances, and goals established by the Strategic Plan.
6. Directs the implementation, destination development, and staffing of the Curry County Tourism program. Coordinates with state and regional partners to develop and plan capital assets and investments. Creates a variety of developmental efforts through marketing, promotions, social media advertising, and print media.
7. Coordinates and executes both domestic and international promotion campaigns from conception to completion, with an understanding of how each initiative aligns with the Strategic Destination Management Plan. This position supports coastal tourism and development through marketing, promotions, collaboration, stewardship, and sustainability of tourism as an economic driver for Curry County.
8. Grows the visitor experience by building partnerships and collaboration among businesses, organizations, agencies, individuals, destination leadership team, and community groups. Develops and executes destination initiatives for Curry County.
9. Measures success by deliverables of strategies and objectives implemented to support the strategic vision and mission of sustainable tourism in Curry County. Designs and executes tactics to increase tourism through investments such as hiking, biking, water, food and art trails, culture, placemaking, history, attractions, and events.

SUPERVISORY CONTROLS AND RESPONSIBILITIES:

Supervises Economic Development staff in a variety of roles to implement all programs under Economic Development.

QUALIFICATION REQUIREMENTS:

Knowledge of . . .

- Economic development programs, opportunities and sources of funding at city, county, state, and federal levels, as well as grant and contract administration
- Principles and practices of governmental fiscal management, including budget preparation, expenditure control, and record keeping
- County, state and federal operations, policy and procedures
- Graphic design software to create promotions and marketing content for social media and other communicative outlets.
- Website development and management, marketing, and analytical tracking
- Microsoft Office Suite.

Ability to . . .

- Execute and maintain successful programs
- Work with complex number equations
- Develop departmental goals and objectives and to conduct and implement economic development planning activities
- Establish, analyze, and evaluate operations and develop and implement corrective action to resolve problems
- Establish and maintain effective working relationships with businesses, employees, Board of Commissioners, other agencies, and the general public
- Execute and maintain successful programs.
- Learn and apply digital tools and programs commonly used in destination development.
- Set and meet deadlines.
- Organize time effectively and manage multiple tasks simultaneously.
- Communicate professionally in both oral and written form.
- Keep attention to both detail and overall goals.
- Ability to build strong partnerships locally and regionally.
- Use initiative and judgment in carrying out tasks and responsibility.
- Maintain and deliver records, reports, and statistical data.
- Adjust to priority changes and use good judgement.
- High degree of discretion in listening and responding to industry stakeholders in the context of a competitive environment often with competing interests.

EDUCATION AND/OR EXPERIENCE:

Bachelor's Degree in business administration, public administration, economics, marketing, public relations or relevant field. Maintain certifications and ongoing education relevant to the growth and expansion of the department.

A minimum of 5 years' experience in managerial/business experience of a progressively responsible nature, including economic and community development, marketing, budget preparation, grant administration and contract administration; or any satisfactory equivalent combination of education and experience; as well as at least 3 years' experience in the public sector or government requiring executive management responsibilities and decision making. Proven project management, program development, and public administrative skill. Experience in economic development, small business, and/or marketing and promotions as well as knowledge of destination development, sustainable tourism, and/or hospitality.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Inside work is performed in an office environment, attendance at meetings outside the organization, or at functions. Travel is required and therefore must have a valid Oregon driver license.

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.