

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

**IN THE MATTER OF ADOPTING A
POSITION DESCRIPTION FOR AN
EXISTING POSITION**

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ORDER NO: 23110

WHEREAS, it is the recommendation of Summer Matteson, Economic Development Coordinator, that the attached position description be adopted for the following position:

Economic Development Assistant
Position Title

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Range

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 recommendation be in effect as of June 8, 2022. This description replaces any previous description approved for this position.

Dated this 8th day of June, 2022.

CURRY COUNTY BOARD OF COMMISSIONERS

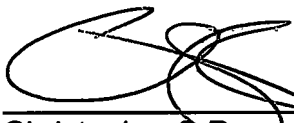
Approved as to form:



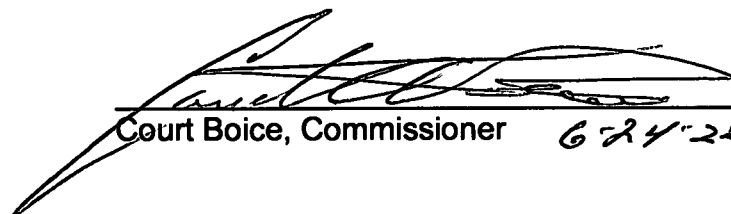
Anthony Pope
Curry County Legal Counsel



John Herzog, Chair



Christopher S. Paasch, Vice Chair



Court Boice, Commissioner 6-24-22

**CURRY COUNTY
JOB DESCRIPTION**

JOB TITLE: Economic Development Assistant

EXEMPT:	No	
SALARY LEVEL:	D	
SUPERVISOR:	Economic Development Coordinator	
PREPARED BY:	Economic Development Coordinator	June 2022

POSITION SUMMARY:

Position serves as the primary contact for the Transient Lodging Tax collection and Business License registration programs. Is also responsible for maintaining economic development webpages and social media sites. Does economic development research as directed. This position is also responsible for processing and upkeep of clerical tasks as directed for the economic development department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Duties assigned to this classification include, but are not limited to the following:

1. Notifies businesses of the need for a Business License or the need to collect a transient lodging tax; processes applications; receipts revenues.
2. Processes all OLCC liquor applications.
3. Assists in the preparation of marketing, advertising, tourism, promotional, visual and electronic demonstrations that promote the county's economic development goals, objectives, in recruiting, retaining and expanding business development in Curry County.
4. Assists in preparation of economic development reports, technical research studies, prepares statistical reports, presentations and support procurement of data.
5. Creates content and maintains Economic Development social media outlets, website and department webpage.
6. Completes administrative tasks for the department, such as: Update and maintain procedures, purchasing, processing claims, distribution of mail, maintaining of office supplies/equipment, noticing meetings and maintain efficiency of department files and electronic drive.
7. Serves as the secretary and facilitator of the Tourism and Promotions Committee.
8. Assists with grant acquisition, grant management and grant reporting.

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ESSENTIAL DUTIES AND RESPONSIBILITIES: (cont.)

9. Performs special projects, and other duties as assigned by the Coordinator.
10. Work on miscellaneous tasks that further the development of workforce housing.

KNOWLEDGE, SKILL AND ABILITY REQUIRED BY THIS POSITION:

Knowledge of -

Knowledge in the use of Microsoft 365 and associated programs, remote meeting services, webpage and database software. Knowledge in performing detailed research and technical studies and communicating the results in an effective manner.

Strong knowledge of social media marketing.

Ability to -

Work well with numbers.

Communicate effectively in both oral, written and technological forms.

Estimate and manage time efficiently.

Maintain confidentiality.

Professionally and effectively engage with other employees and the public.

Skill in -

Microsoft Office 365, Web and Social Media applications, communications and collaboration efforts.

DESIRABLE QUALIFICATIONS:

Knowledge or experience related to County operations; experience working with the public; marketing; and community development.

SUPERVISORY CONTROLS OF THIS POSITION:

Work is performed under general direction of the Economic Development Coordinator. Recurring routine assignments are independently performed on basis of past experience. Employee receives general instructions regarding scope of and approach to projects or assignments, but problem resolution are left to the employee's discretion and interpretation. Work is directed and reviewed periodically to ensure determinations and decisions are made in accordance with department policy and procedures.

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GUIDELINES:

Work is performed within federal, state, county and departmental laws, rules, policies and procedures; software and equipment manuals, specialized dictionaries and reference materials. A considerable amount of judgment and initiative is used to interpret these guidelines.

EDUCATION AND/OR EXPERIENCE:

High School graduation or equivalent; three years of experience in an office work environment; or any satisfactory equivalent combination of education, training and experience.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Work is typically performed in an office environment but some work may be performed elsewhere in the field; work is generally sedentary and requires hearing voice conversation and keyboarding, lifting up to thirty-five (35) pounds. A valid Oregon Driver license is required.

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