COMMUNITY ECONOMIC DEVELOPMENT OF SEDGWICK COUNTY

Position Summary

This position is to assist with the development and implementation of programs to promote and enhance the county of Sedgwick, Colorado; assist the local business owners; and improve the county for the enjoyment of its citizens. This person will be working with a Board composed of various organizations within the county of Sedgwick, including, but not limited to, the City of Julesburg, Ovid, Sedgwick and the Julesburg, Sedgwick Chamber of Commerce. This individual will need to be a self-motivated person with leadership qualities, strong communication skills, and management skills to be able to handle multi- tasking of jobs.

Qualification Requirements:

Essential Functions

* Be able to communicate efficiently through emails, correspondence, and by telephone.
* Be a representative and an advocate for the community of Sedgwick County.
* Have general accounting knowledge.
* Be accountable to the county for all monies and/or grants.
* Grant writing skills to local Trusts, as well as State-wide agencies.
* Ensure upkeep and general appearance of an office.
* Ability to lead and manage others.
* Develop and execute programs for economic development and/or strategic plans.
* Assist with the retention and possible expansion of existing businesses.
* Recruitment of new industries and/or encouragement of start-up businesses.
* Keep the Board, the county and the general public informed of work being accomplished.
* Become familiar with state-wide funding for programs.
* Develop a working relationship with mayors, councils, commissioners, state leaders, business development agencies, and educational institutions.
* Be involved with functions in the County and be a positive representative at these functions.
* Know basic computer skills: Microsoft Excel, Word, Outlook, and accounting software.
* Maintain a strong community presence.
* Ability to work with a variety of personalities.
* Ability to be and maintain professionalism at all times.
* Have problem solving skills.
* Have the ability to be creative.
* Have time management/multi-tasking skills.
* Ability to remain calm & act appropriately in stressful situations.
* Willingness to learn.
* Ability to create and follow a budget.

Education and Experience

Bachelor's Degree in Business Administration or comparable field preferred, or equivalent years of experience in business or a like profession. Should have experience in leadership and management roles.