

## CHAPTER 3 – Economic Development Job Descriptions

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*The Cavalier County Job Development Authority has had a staff of three employees at various times. The following job descriptions were developed for those positions. We currently operate with an executive director and a grant writer/strategic plan coordinator.*

-Carol Goodman, Executive Director CCJDA

### Job Description: Executive Director

#### GENERAL DESCRIPTION

Executive Director of the Cavalier County Job Development Authority. The person in this position will provide over-all direction and leadership for the Authority. Since the Cavalier County Job Development Authority is a high-profile office within the community and is funded with tax dollars, the individual in this position will take a responsible and professional approach to public relations, keeping the image of the office, the staff and board of directors in mind. CCJDA works with both public and private dollars accompanied by confidential information, so the individual in this position is required to keep all such information confidential. Information from within the office will remain there and will not be used by the office personnel for their own private interests. The citizens of Cavalier County and all others who come into contact with the office will judge the efforts of the office by the attitude, appearance, behavior and professionalism of the CCJDA employees, both during working hours and outside the office. The position will be paid on a salaried basis plus benefits as determined at the discretion of the Cavalier County Board of Directors.

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## QUALIFICATIONS

As determined by the Board of Directors and Cavalier County Commissioners

## REPORTS TO

Board of Directors

## JOB GOALS

- Act as Job Development Authority facilitator
- Serve as liaison between regional, state and federal offices
- Encourage and promote economic development
- Assist individuals, companies, and corporations in expansion efforts
- Implement Job Development Authority's strategic plan
- Carry out duties associated with the budget
- Keep records and reports on file
- Maintain positive public relations
- Maintain relationship with the Board

## PERFORMANCE RESPONSIBILITIES

1. The Executive Director shall be the executive officer for the Cavalier County Job Development Authority. The Executive Director shall manage the Job Development Authority office and its budget. The Executive Director shall act on behalf of the Board in matters needing immediate attention, other than financial commitments, subject to later approval by the Board of Directors.
2. The Executive Director shall act as the Job Development Authority's facilitator in the dissemination of economic development information and:
  - A. Direct persons interested in pursuing business ideas to sources of help.
  - B. Assist or direct persons to funding sources that could provide financial resources for expansion.
  - C. Direct persons or firms to Small Business Administration for management assistance.
  - D. Coordinate and assist persons or firms in job services need.
  - E. Encourage and assist persons or firms in business plan preparation.
3. The Executive Director shall serve as liaison between regional, state and federal offices in order to:
  - A. Keep the Job Development Authority and Board updated on economic development opportunities.
  - B. Inform the Board on current, pending and new legislative initiatives affecting economic development in all levels of government.

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- C. Work with governmental agencies to provide financial programs and packages to prospective clients after the development of business plans.
    - D. Provide the various economic sectors with information on economic opportunities as they are released from the various governmental bodies.
  4. The Executive Director shall promote and encourage economic development in Cavalier County by:
    - A. Attending meetings within the county when possible.
    - B. Offering suggestions on developing leadership within the public and private sectors.
    - C. Promoting and offering informational workshops that disseminate information on economic opportunities for business development.
  5. The Executive Director shall assist individuals, companies and corporations in expansion efforts by:
    - A. Providing information on current economic and business trends when requested.
    - B. Encouraging diversification within existing business when and where appropriate.
    - C. Assisting with informational materials on existing county enterprises with possible expansion potential.
  6. The Executive Director shall assist in developing and implementing the Job Development Authority's strategic plan by:
    - A. Projecting areas of possible growth or expansion.
    - B. Assisting in the development of the strategic plans with realistic goals.
    - C. Keeping the public informed on the strategic objectives and successes within appropriate parameters.
    - D. Keeping abreast of desires and concerns within the county so these become part of the planning process.
  7. The Executive Director is responsible for carrying out duties associated with the Budget such as:
    - A. Preparing the budget with short-term and long-term goals incorporated into it,
    - B. Presenting the budget to the Board of Directors for modifications and/or approval.
    - C. Implementing the budget.
  8. The Executive Director shall keep the following records and reports on file:
    - A. Minutes of all executive committee meetings and Board of Directors meeting.
    - B. Personnel file on all employees.
    - C. A copy of the Job Development Authority bylaws and state laws affecting the operation of the Job Development Authority.

9. The Executive Director shall maintain positive public relations by:
  - A. Providing information about board meetings to the news media and local organizations.
  - B. Providing information about new economic opportunities to entrepreneurs and firms.
  - C. Keeping local development groups informed about job development and business opportunities.
  - D. Disseminating information about new or expanding firms to the news media.
10. The Executive director will maintain the following relationship with the board:
  - A. Responsible directly to the Board of Directors.
  - B. Report to the board at least the number of times provided for the NDCC11-11.1, preferably on a monthly basis.
  - C. Provide leadership for board development and education programming.
11. The Executive Director will develop a professional growth program, specifically, the Executive Director will:
  - A. Attend at least one meeting/seminar/workshop per year for professional development.
  - B. Guide and encourage other CCJDA staff members in their professional development.

#### TERMS OF EMPLOYMENT

As per conditions stated in the Job Description and/or contract.

#### EVALUATION

The job performance of the Executive Director will be evaluated annually or semiannually in accordance with the policy of the Job Development Authority Board of Directors.

## **Job Description: Technical Assistance/Grant Writer**

### I. Position Identification:

- Position Title: Grant writer
- Position Location: Cavalier County Job Development Authority Office (CCJDA) 901 3rd Street, Langdon, ND 58249
- Position responsible to: Directly to the Executive Director, CCJDA, Indirectly to the CCJDA Board of Directors
- Position Status: Full time, salaried position with benefits.

### II. Narrative Position Description:

The grant writer is responsible for assisting with the facilitation of the Cavalier County Strategic Plan (CCSP) as administered by the Cavalier County Job Development Authority. The grant writer will be responsible for working with the CCSP projects as identified in the Program of Work and entered into the United States Department of Agriculture Rural Development Benchmark Reporting System. Responsibilities include research and identification of funding

sources, the drafting and submitting of grant proposals, and the coordination and follow through in completing grant submission. The grant writer will assist the CCJDA Executive Director in the necessary oversight management of the grant(s) if funded. There may be occasional travel to develop skills and networking opportunities, particularly within the Champion/REAP Alliance organization.

The Cavalier County Job Development Authority Office is a high-profile office within the community and is funded with tax dollars which requires CCJDA employees to take a responsible and professional approach to public relations, keeping the image of the office, staff and board of directors in mind. CCJDA works with both public and private dollars, accompanied by confidential information, so the position requires extreme sensitivity toward that information. All information from within the office will remain there and will not be used by CCJDA personnel for their own private interests. The citizens of Cavalier County and all others who come into contact with the office will judge the efforts of the office by the attitude, appearance, behavior and professionalism of the CCJDA employees, both during working hours and outside the office.

CCJDA is an agency of Cavalier County government and is guided by the Cavalier County Policy Manual.

### III. Qualifications:

**Educational Requirements** — Bachelor's degree with preferred background in business, journalism, political science, accounting, government, education or community/economic development or the equivalent of three (3) years experience in related fields. Also necessary are word processing, Internet and spreadsheet management skills that are compatible to MS Word and Excel software.

**Experience Requirements** — Experience in grant proposal research and writing for private, public and governmental funding sources is desirable. Grant record management experience is also beneficial. Additional skills necessary include the interpersonal communication skills to work with a variety of facilities, communities and persons in leadership positions and the ability to present project information to related groups when requested, as well as the management of multiple projects and ability to work with project timelines.

A valid North Dakota driver's license and personal vehicle to use for business travel is required. Some overnight travel may be required.

### DUTIES INCLUDE:

- Provide technical grant writing assistance to facilitate the Cavalier County Strategic Plan (CCSP)
- Provide research and identification of funding sources for CCSP projects as outlined in the CCSP Program of Work
- Prepare grant proposals and funding applications
- Assist in administrating successful grants
- Work with various sectors of the Cavalier County Community

- Occasional travel to develop skills and networking opportunities that will enhance CCSP projects

PREFERRED QUALIFICATIONS:

- 4-year degree with preferred background in business, journalism, political science, government, accounting, education or community/economic development, or 3 years experience in one or more of those fields
- Demonstrated skills in word processing, Internet, Excel spreadsheet
- Demonstrated grant proposal research, writing and management
- Communication skills to work with a various sectors of the community as well as community leadership
- Demonstrated skill levels for group presentations, management of multiple projects and timelines

*Example of what we publish when hiring for the technical assistant position:*

The Cavalier County Job Development Authority requires a qualified individual to provide technical assistance for the Cavalier County Strategic Plan. The position will involve research, preparation of appropriate funding applications, management of successful grant(s) and occasional travel.

## **Job Description: Administrative Assistant**

**GENERAL DESCRIPTION:** The Administrative Assistant will be responsible for providing administrative and program support for the Cavalier County Job Development Authority (CCJDA). CCJDA is a public sector, high-profile organization within the Cavalier County community and is funded with tax dollars. The position requires the individual to take a responsible and professional approach to public relations, keeping the image of the organization, the CCJDA Board of Directors and staff in mind. CCJDA works with both public and private dollars accompanied by confidential information. Consequently, the position requires sensitivity toward that information. All information from within the office will remain there and will not be used by CCJDA personnel for their own private interests. The citizens of Cavalier County and all others who come into contact with the office will judge the efforts of the office by the attitude, appearance, behavior and professionalism of the CCJDA employees, both during working hours and outside the office.

The position will be paid on an hourly-wage basis as determined by the CCJDA Board of Directors, Additional benefits to the position may be made available at the discretion of the board.

The Administrative Assistant will report directly to the CCJDA Executive Director.

This position carries no supervisory responsibility. In the absence of the Executive Director, the Administrative Assistant will report to the CCJDA Board of Directors Chairperson.

SPECIFIC DUTIES AND GUIDELINES:

1. Duties: (to include but not limited to)

- Provide CCJDA phone coverage Mon.-Fri., 8:30 a.m.-4:30 p.m.
- Prepare and maintain meeting notices, agendas, minutes and all other records of CCJDA activity.
- Assemble general information for executive director and board members.
- Maintain open and complete project files.
- Assist in compiling information for economic development projects and proposals at the direction of the Executive Director to include research.
- Maintain current economic development program information materials.
- Coordinate meeting arrangements connected with the CCJDA Program of Work and Cavalier County Strategic Plan.
- Maintain financial and employee records to include: budget reports, vouchers for payment of bills, payment of bills, payroll records, employee health benefit, retirement records and deferred compensation, employee vacation and sick leave records, loan payment invoices, loan agreements, reconcile checking account, prepare quarterly and annual government reports (IRS, Job Service, etc)

2. Assist Retail & Service Business Development

- Provide development and coordination for local business expansion and retention under the supervision of the Executive Director.
- Maintain communication with local retail and service businesses.
- Coordinate partnership between CCJDA Business Development Committee and the Langdon Area Chamber of Commerce.
- Conduct surveys as needed.
- Facilitate feasibility and business plan activities.

3. Assist CCJDA Grant Program activities

The Administrative Assistant can anticipate involvement in the CCJDA grant-writing activity, providing assistance in such areas as research, document preparation, budget development, management of invoices and payments and preparation of reports.

4. Professional Development: Career and skills development through continued educational opportunities is recognized as an investment in CCJDA efforts. One (1) professional development opportunity per year for the Administrative Assistant will be allowed.