

Greenlee County is currently accepting applications for Assistant Economic Development Coordinator. \$17.43 - \$24.62 DOE, non-exempt. Minimum qualifications: 1) BA in Public Administration or Business Administration or related field and one yr. experience in economic development, planning, marketing; 3) office skills experience including Microsoft Office applications; 4) current employment application on file at the Greenlee County Board of Supervisors Office, PO Box 908, 253 5th Street, Clifton, AZ, 85533, 928-865-2072, www.co.greenlee.az.us. Deadline for filing: Open until filled. It is the responsibility of the applicant to ensure their application is current.

ECONOMIC DEVELOPMENT COORDINATOR ASSISTANT

NATURE OF WORK

Under the general supervision of the Economic Development Coordinator (EDC), perform a variety of responsible and confidential economic development and administrative duties, and provide general information and assistance to the public.

TYPICAL DUTIES

Provide direct administrative support to the EDC. Assist in preparing items for Economic Development meetings; participate in assembling Economic Development agenda packets and draft minutes of Economic Development meetings. Organize participation in regional and national trade shows. Prepare trade show displays, set up, break down trade show displays, and staff's trade show booths. Develop marketing materials to promote specific economic development aspects for Greenlee County. Create graphic presentations and brochures for potential new businesses, business attraction, and to the Board of Supervisors. This may include public speaking for certain presentations. Participate in traditional business retention and expansion efforts. Assist in maintenance of the Economic Development (Growing Greenlee) website as well as assisting with the ongoing publication of the Greenlee Clarion.

Interface with prospects, commercial real estate brokers, and developers to assist the EDC. Maintain up-to-date list and working knowledge of local residential, industrial, office and retail real estate sites for sale or lease.

Conduct research to gather data on Greenlee County, Clifton and Duncan statistics or demographics for internal and external use. Assist in researching and compiling data for special projects. Perform other duties as assigned.

QUALIFICATIONS

Education, Training, and Experience: High School Diploma or GED, Bachelor's Degree in Public Administration, Business Administration or related field is preferred. Comparable experience is acceptable. At least one year of experience in economic development, city planning, public relations/marketing, or a combination of these fields. Any equivalent combination of education and work experience for this job may be considered. Municipal or other public work experience is preferred.

Desirable Knowledge, Abilities, and Skills: Communicate clearly and concisely, both orally and in writing; bilingual is a plus. Have knowledge of modern office procedures, methods, and computer equipment including facsimile machines, photocopiers, adding machines, Microsoft programs, and Adobe Acrobat. Ability to work independently in the absence of supervision, and perform responsible administrative support work involving the use of independent judgment and personal initiative. Establish and maintain cooperative-working relationships with those contacted in the course of work including County, Town, State officials, management staff, employees, and the general public.

Practices and procedures involved in organizing various types of records and information. Typing and transcribing a variety of correspondence and notes of meetings. Maintain confidential data and information for County Administrator, Board of Supervisors, and internal use.