

Department: Economic and Community Development
Reports to: Economic and Community Development Director

General Statement

Assists local governments with various community and economic development-related projects like housing, broadband, outdoor recreation, etc.

Distinguishing Features of the Class

An employee in this class demonstrates a passion for improving the quality of life of the citizens living and working within our region. Additionally, an employee demonstrates an understanding of rural community and economic development challenges and opportunities. Strong project management skills, attention to detail, and building and maintaining solid relationships with local governments and partners are necessary to ensure the long-term success.

Duties and Responsibilities

Essential Duties and Tasks

- Provide technical assistance to local governments and other partners
- Conduct grant writing and administration
- Serve as a coordinator and resource for a variety of regional planning activities
- Act as liaison between community groups, government agencies, and elected officials in developing and managing projects
- Coordinate a variety of regional planning and economic development efforts
- Conduct data collection and visualization.

Additional Job Duties

- Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

- Curiosity and willingness to learn
- Exceptional written and verbal communication skills, including public speaking
- Creative problem-solving abilities
- Ability to research and understand complex programs independently
- Familiarity with issues facing communities in Western North Carolina
- Proficiency in Excel, data analysis tools, and basic office software (Microsoft , Google Workspace)
- Knowledge of local, state, and federal government operations

Organization Conformance Standards for all positions:

- Perform quality work within deadlines with or without direct supervision.
- Interact professionally and courteously with other employees, customers and partners.
- Work effectively as a team contributor on all assignments.
- Understand the necessity to efficiently and effectively interact, communicate and coordinate work efforts with other employees and organizations in an effective manner to accomplish common task.
- Function in highly stressful circumstances.
- Maintain a high level of professionalism and to conduct business in an ethical manner at all times.
- Maintain regular and punctual attendance.

Physical Requirements

- Must be able to physically perform the basic life operational functions of standing, walking, fingering, grasping, talking, hearing, and repetitive motions.
- Must be able to perform light work exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently and/or a negligible amount of force occasionally.
- Must possess the visual acuity to perform extensive reading, administrative, and computer work.

Desirable Education and Experience

- Any combination of education and training equivalent to an undergraduate degree in a field such as public administration, planning, or communications with 1-2 years of experience in planning, grant writing, administration, or project management. A master's degree in public administration or a related field is preferred.

Special Requirements

- Possession of a valid North Carolina driver's license.

Land of Sky Regional Council - 2024