



O R E G O N

Community
Services
Department



*Marion County is seeking an experienced
professional to become our next*

Economic Development Specialist

Recruitment #656-2025-7

THE COMMUNITY AND THE COUNTY

Marion County, Oregon, is a vibrant community located in the heart of the Willamette Valley. The Willamette Valley is one of the most fertile and agriculturally productive regions in the world. The area is dotted with cities, farms, and forests and is considered one of the most livable areas of the country, offering a low cost-of-living, quality schools, and mild weather. The county covers 1,194 square miles and has a population of approximately 350,000. There are 20 incorporated cities and 37 unincorporated communities in Marion County. Salem, the county seat and the state capital, is one of the valley's oldest cities and the third largest city in Oregon. The principal industries are agriculture, government, food processing, lumber, manufacturing, education, and tourism. Marion County has both private and public schools, pre-school through university level. There are four universities and two community colleges within a 30-mile radius.



Oregon State Capitol – Salem, Oregon

Marion County is rich with parks, rivers, lakes, and recreational activities, including hiking, fishing, biking, boating, equestrian trails, organized children's sports and activities, Saturday artisan markets, theatre, museums, art fairs, music fairs, the Marion County Fair and the Oregon State Fair. A short driving distance to the east there is world class skiing in the Cascade Mountains. To the west there are many beautiful public beaches on the Pacific Ocean. To the north is Portland, Oregon's cultural hub and largest city, and to the south are the rivers and canyons of the beautiful Rogue Valley and the annual Shakespearean Festival in Ashland.

THE DEPARTMENT

The Community Services Department supports external facing projects and programs that empower Marion County's communities to flourish.

The work through the County Fair, Dog Services, Economic Development, Community Development and our partnership with Marion County Extension and 4-H Service District, support our department by making wise investments today for healthy, viable communities in the future.

THE POSITION

Marion County is looking for a collaborative team member to add to our economic development team of three. We are seeking a smart, responsible, innovative team member to help us manage stakeholder relationships, invest economic development dollars, efficiently and effectively use tools, provide oversight of budget expenses, prepare reports, and have the ability to manage economic development projects. If you genuinely like people, enjoy taking on challenges, feel comfortable making suggestions, and thinking creatively about solutions, please consider joining us.

Why Economic Development? Economic development work is a primary building block of healthy communities. Marion County brings together resources from public and private parties to coordinate land, infrastructure, education, workforce and technology needs to diverse local economies and efforts that help communities be resilient. If you are a person who has diverse interests and the drive to contribute to the economic stability of a community, region, or county, then economic development is a good career that can take you anywhere.

Why Marion County? With the support of the Marion County Board of Commissioners, our economic development team does meaningful work supporting local, rural, and urban communities on projects that have long-lasting impacts on communities, businesses, and families. Best of all, on this economic development team, you will have plenty of opportunities to contribute, learn, and make a positive impact on our county.

JOB DUTIES

Economic Development Projects

Facilitate, coordinate, and implement assigned department economic development (ED) projects. Work with the Economic Development Program Manager and other ED team members to develop and implement assigned projects and programs. Dedicate time to research and analyze ED concepts, best practices, and strategies that align with the county's ED strategic plan; collaborate with partners in identifying existing strengths, gaps, needs, and opportunities to address issues. Provide leadership and coordination for launching, implementing, and sustaining of the ED program, assigned projects, and related activities. Assists with the ED program budget development as relating to assigned projects and work with the manager on needed adjustments.

Build and maintain relationships and program communication with partners, including preparing professional-level public information materials, media releases, articles, notices, county forms, and other related documents. Prepare and deliver presentations and communication materials to the Board of Commissioners, as well as other internal and external groups of various size.

Grants Management

Seek, write, and manage external ED grant opportunities to leverage funds that support the advancement of the department's ED strategic plan in consultation with subject matter experts; comply with department and county policies and procedures; and work with appropriate internal and external parties to ensure financial compliance procedures are in place, compliance with grant performance is achieved, and reporting requirements are met.

Develop and manage internal ED grant programs; oversee administrative process; prepare reports and correspondence related to projects; negotiate and monitor contracts; report to ED Manager on status of the projects; and present and coordinate presentations to ED stakeholders and the Board of Commissioners.

Utilize various software to apply tracking systems; develop contract timelines, monitor timeline to ensure compliance by all parties; review required paperwork to ensure inclusion of current information and required documentation; prepare paperwork in appropriate format for review.

Contracts Management

Generate scopes of work for assigned ED contracts and requests for proposals/information (RFP/RFI); research and resolve problems; assure compliance with county policies; collaborate with department Contract Specialist in the development of contracts, RFPs, and RFIs; maintain contract performance tracking systems.

Monitor outcomes and reports of the department programs; conducts on-site provider technical visits, as needed; troubleshoot potential problems; communicate with contractors and Director regarding deficiencies and improvements needed; maintain effective working relationships with staff from a variety of agencies, and the public.

Other

Works with the department budget team to provide needed data and review the program's budget as it relates to assigned projects / programs.

Supports community services department other programs as needed including Marion County Fair and general customer service; performs other duties as assigned.

MINIMUM REQUIREMENTS

Experience and Training

1. Bachelor's degree in public or business administration, political science, communication, planning, liberal arts, economics, or related field; AND
2. At least four (4) years responsible experience which includes independent research, project / program design and methodology, management analysis, community engagement, and facilitating group process; OR
3. Any satisfactory equivalent combination of education, training and/or experience relevant to the position.

Special Requirements

- Must possess a current driver's license in the applicant's state of residence and an acceptable driving history. Marion County will obtain a copy of the driving record for all qualified applicants from Driver and Motor Vehicle Services and review the driving record according to the Marion County policy and procedure for Driving on County Business. The policy can be found at: <http://apps.co.marion.or.us/APAP/>.
- The finalist for this position may be required to pass a criminal history background check, however conviction of a crime may not necessarily disqualify an individual for this position.
- This assignment is represented by a union.
- This is a full-time position and is not eligible for overtime.
- Typical Work Schedule: Monday through Friday, days, with flexibility for evening or weekend meetings as needed by the department.

COMPENSATION AND BENEFITS

Marion County offers an exceptional compensation and benefits program. The initial wage dependent upon the qualifications and experience of the candidate selected. Salary starts at 71,011.20 to 95,076.80 annually. This is an exempt, full-time position, which is not eligible for overtime.

Benefits Include:

Insurance coverage:

- ◆ Medical, prescription, vision and dental plans covering employees and dependents with low or no employee premium share
- ◆ Employer paid basic life insurance
- ◆ Employer paid accidental death and dismemberment plans
- ◆ Employer paid long-term disability plan

Retirement benefits:

- ◆ Participation in the Oregon Public Service Retirement Plan (OPSRP) - Employer pays the 6% employee contribution
- ◆ (457) deferred compensation plan option

Annual paid leave:

- ◆ 13 vacation days
- ◆ 12 sick leave days
- ◆ 10 holidays
- ◆ 2 personal holidays

HOW TO APPLY

To submit an online application for this position, go to: <https://www.governmentjobs.com/careers/marion>

Marion County does not accept mailed, delivered, faxed, or e-mailed applications.

If you have questions about this position, please call (503) 566-3949 or e-mail HRRecruitment@co.marion.or.us

EQUAL EMPLOYMENT OPPORTUNITY: Marion County will give consideration to all qualified applicants for appointment without regard to race, religion, color, national origin, sex, age, marital status, mental or physical disability, political affiliations, sexual orientation, or any other non-merit factor.

To ensure the broadest range of services to individuals with disabilities, Marion County is prepared to make necessary arrangements. Please call at least two (2) working days in advance for services.