



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

**Economic Development Specialist
(Management Analyst 2)**

Recruitment #656-2026-1

CLOSES: May 29, 2026

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 and Economic Development Department support 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 seeking a collaborative professional to join its three-person economic development team. This position requires a flexible, capable and accountable individual who can manage stakeholder relationships, oversee the strategic investment of economic development funds, and utilize program tools effectively and efficiently. Key responsibilities include monitoring budget expenditures, preparing clear and accurate reports, and managing economic development projects from initiation through completion. The ideal candidate is comfortable engaging with diverse partners, addressing complex challenges, offering well-informed recommendations, and contributing creative, practical solutions.

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 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? Under the policy direction of the Marion County Board of Commissioners, the Economic Development team implements programs and projects that support local, rural, and urban communities. The work focuses on initiatives intended to produce sustained economic benefits for businesses, residents, and the regional economy. This position provides opportunities to contribute to Board-aligned priorities, develop subject-matter expertise, and deliver measurable results across a range of economic development efforts.

GENERAL STATEMENT OF DUTIES

Perform complex management analysis and coordination activities that have department or countywide scope and impact with significant community involvement, including program research and development, forming and chairing special task forces and committees involving the county and members of the community, and coordinating and administering a variety of special programs.

SUPERVISION RECEIVED

Works under the general direction of a department head or designee, with additional recommendations from teams, task forces and committees.

SUPERVISION EXERCISED

May provide leadership and direction to clerical or professional staff in relation to special projects or assignments.

JOB DUTIES

Economic Development Projects

Facilitate, coordinate, and implement assigned department economic development (ED) projects and programs focusing on business and workforce development, infrastructure investments and direct community support. Some planned upcoming projects and programs include supporting local workforce through grants and training, supporting local small businesses and entrepreneurs, and managing infrastructure capital improvement projects that include multiple small awards to communities and tourism projects. Work with the Economic Development Program Manager and other team members to implement the strategic plan and assigned tasks. Dedicate time to research and analyze ED concepts, best practices, community development projects, 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; aid in the launching, implementation, and sustaining of department efforts; and assist with the ED program budget development and work with the manager on needed adjustments. Build and maintain relationships and programs 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 sizes.

Project Management and Oversight

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

Seek out, 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, contract performance is achieved, and reporting requirements are met.

Develops and manages internal ED grant programs; overseeing administrative processes; preparing reports and correspondence related to projects; negotiating and monitoring contracts and reporting to ED Manager on project status. Prepares and coordinates presentations to ED stakeholders and the Board of Commissioners.

Utilizes various software systems to track grants and contracts; develops contract timelines, monitors progress to ensure compliance by all parties; reviews required documentation to ensure inclusion of current information and documentation; prepares paperwork in appropriate format for review.

In collaboration with the Program Manager, monitor grant funding compliance and contract requirements; utilize various software to apply tracking systems; assist in developing contract timelines, monitor timelines to ensure compliance by all parties; review required paperwork to ensure inclusion of current information and required documentation; and prepare paperwork in appropriate format for review, as needed.

Contracts Management

Generate scopes of work for ED and department contracts; research and resolve problems; assure compliance with county policies; work with the Contract Specialist team to draft agreements and complete reports in compliance with

local, state, and federal requirements; negotiate and monitor contracts in collaboration with Contract Specialist; participate in the preparation of request for proposal bid documents, the contract bidding and allocation process, and assists with contract performance tracking systems.

Work with the Contract Specialist team to monitor outcomes and reports of ED programs; conduct on-site technical visits of ED contractors, as needed; receive and review ED contract reports for completeness, timeliness, and compliance; troubleshoot potential problems; work with the Contract Specialist team to ensure communication flow happens between contractors, contract specialist, and director regarding deficiencies and improvements; and maintain effective working relationships with administrative staff, a variety of agencies, and the public.

Prepare various professional level documents and materials, including staff reports, county forms, and project papers; and prepare and deliver presentations and communication materials to the Board of Commissioners, as well as other internal and external groups of various size.

Departmental Support

Works with the department budget team to provide needed data and review the program's budget as it relates to assigned projects/programs. Supports other Community and Economic Development Department's other programs as needed including Marion County Fair and general customer service. Demonstrates strong written and verbal communication skills, proficiency in accessing and conveying information via computer systems, and flexibility to work evenings and weekends when assigned and willingness to adjust priorities quickly.

Other

Work collaboratively to support the department's programs, adjust to changing priorities and perform other duties as assigned by your supervisor.

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 will 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, 8:00 a.m. – 5:00 p.m., 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 (\$34.14-\$45.71 Hourly) dependent upon the qualifications and experience of the candidate selected. 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 days

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.