

Wasatch Front Regional Council

Job Description and Announcement

COMMUNITY AND ECONOMIC DEVELOPMENT DIRECTOR

The Wasatch Front Regional Council (WFRC) is the Metropolitan Planning Organization (MPO) and Association of Governments (AOG) for the Davis, Morgan, Salt Lake, Tooele, Weber, and southern Box Elder Counties of northern Utah. WFRC builds consensus and enhances quality of life by developing and implementing visions and plans for a well-functioning multi-modal transportation system, livable communities, a strong economy, and a healthy environment.

The WFRC is seeking a full-time Community and Economic Development Director to manage and develop the Wasatch Front Economic Development District (WFEDD) and oversee the Transportation and Land Use Connection (TLC) and Small Cities Community Development Block Grant (CDBG) programs. This person will serve as staff Area Coordinator, help shape policy and funding in economic development and land use issues, especially as they interrelate with transportation.

The WFEDD is a federally recognized Economic Development District (EDD) that supports economic development plans, promotes long-term economic competitiveness, and attracts federal monies in order to implement local plans for the Wasatch Front region. The TLC program helps communities with their desired local land use and transportation planning that is consistent with the principles of the Wasatch Choice Vision. The CDBG program's objective is to fund community development projects and services that principally benefit low-to moderate-income persons.

General Duties and Responsibilities of the Community and Economic Development Director:

- Lead the integration of community and economic development at WFRC. This includes the work of the EDD and the integration of community and economic development and land use within the work of WFRC, both internally and with external parties.
- Develop and promulgate a regional Comprehensive Economic Development Strategy (CEDS) that meets local, state, and federal guidelines.
- Serve as executive staff to WFEDD committees and liaison to local, state, and federal organizations.
- Work collaboratively with external stakeholders, including public and private sectors, business associations, economic development organizations, etc.
- Assist and maintain contracts, projects, consultants, and agreements; ensure programs and projects meet community, regional, and statewide goals; perform outreach and communication efforts, including website updates, submission for awards, program or project talking points, and collaboration with members and staff; monitor and evaluate programs and projects; and assist in ongoing program improvements.
- Manage and support three team members.
- Work with WFRC team members to assist communities. Provide training, technical assistance, and support to local government members and partners of WFRC.

- Perform other duties as assigned.

QUALIFICATIONS:

Applicants must have at least a master's degree, or equivalent work experience, in public administration, planning, business administration, management, or related field; and at least three years experience in planning, project management, grants management, or other relevant experience.

Desired Skills, Abilities and Knowledge:

- Communicate effectively in oral and written expression.
- Meet deadlines with narrow time constraints.
- Work independently and as part of a team.
- Effectively manage, lead, and mentor team members.
- Willingness to accept and offer supervision and direction while exercising discretion in daily responsibilities.
- Ability to understand and explain administrative practices for effective and efficient operations.
- Knowledge of municipal government operations.
- Experience in project management, program development, provision of technical assistance, grant administration, and conflict resolution.
- Proficiency using Microsoft Word, Excel, and PowerPoint (or some equivalent).
- Travel is a requirement of this position. Some evening work may be necessary. Possession of a valid driver's license is required.
- Maintain professionalism, integrity, and a public-service attitude.

TO APPLY:

Applicants must send a letter of interest outlining their experience and qualifications (one-two pages) and a resume to Ned Hacker, nhacker@wfrc.org by **noon on Tuesday, February 6, 2018**. The letter and resume can be mailed to the Wasatch Front Regional Council, 295 North Jimmy Doolittle Road, Salt Lake City, Utah, 84116. For further information, contact Ned Hacker at the addresses above or at (801) 363-4230 ext.1120. For general information please visit our website at www.wfrc.org.

The Wasatch Front Regional Council is an equal opportunity employer.