



MESCALERO APACHE TRIBE Position Description

JOB ANNOUNCEMENT

Position Title: Economic Development (ED) Coordinator
Department: Economic Development
Supervisor: Tribal Administrator
Employment Status: Non-Exempt
Grade: TBD

Open Date: November 20, 2018-Close Date: December 7, 2018

Job Summary

The Economic Development Coordinator oversees the Tribe's Economic Development Office and reports to the Tribal Administrator, but work closely with the Tribal President, Vice-President, Tribal Council, Chief of Staff, the Economic Development Committee and any Economic Development consultant(s) hired by the Tribe. The ED Coordinator works primarily in capacity building of economic activity for the Tribe. Implements economic development initiatives as directed, including facilitating community and development in order to identify and establish economic development opportunities. In addition, the ED Coordinator: identifies opportunities for regional economic development and the development of small businesses on the Reservation; works to secure funding for economic development activities and programs; promotes the Tribe in order to expand economic development opportunities and performs other related duties as directed; promotes cooperation with Tribal departments, public agencies, educational institutions, businesses and community groups; and generally, works toward the advancement of economic development plans and initiatives for the Tribe

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks, which may be found or assigned to this position.

Duties and Responsibilities

- Develops and recommends short and long term economic strategies and business plans to provide and maintain a strong and balanced business environment including the creation and retention of employment opportunities on the Mescalero Apache Reservation;
- Directs economic development initiatives to achieve the goals and objectives outlined by the Comprehensive Economic Development Strategy (CEDS) and as guided by the Economic Development Committee and the Tribal Council.
- Provides assistance in the development of short and long term economic and community development plans, as well as the gathering of information and preparation of studies, reports, and recommendations to achieve such goals. This will involve the preparation and maintenance of information on Tribal infrastructure capacity, taxes, zoning, transportation, community services, financing tools, and incentives, in order to respond to requests for information for economic development purposes, and the coordination with other departments and agencies as needed.
- Provides professional economic development advice, assist in the application and permitting process, and serve as an advocate for economic development in line with the comprehensive Tribal plans, zoning

ordinances, and goals as established by Mescalero Apache Tribal Council, Economic Development Committee and Tribal Leadership.

- Acts as liaison to neighboring communities, public agencies, businesses and community groups regarding issues of economic opportunity;
- Builds and maintains community relationships by representing the Tribe, presenting to various community groups, and serving on various committees;
- Collects and analyzes a variety of economic and demographic data and prepares reports and presents findings and recommendations;
- Designs and develops measurement techniques to assess economic conditions, resources and employment opportunities;
- Works with Tribal leadership to develop and promote economic vitality programs; performs various public relations activities including development of promotional materials, themes and works with tribal leadership on press releases;
- Provides information and/or make presentations to Tribal Council and the Economic Development Committee on economic development issues, programs, services, and plans;
- Researches and identifies funding sources and prepares applications and proposals;
- Reviews and evaluates requests for proposals;
- Negotiates and prepares contracts and contract modifications;
- Monitors and carry out Tribally-sponsored economic programs; and
- Develops and monitors internal office budgets, prepares reports, correspondence, and supervises other employees of the Department.

Minimum Qualifications

- High School Diploma or GED;
- BA/BS in Business, Public Administration/Management, Economics, or a related field from an accredited college or university
- At least 5 years work experience at a level that required initial development, supervision or management of projects and programs in economic development, redevelopment, commercial real estate development, business assistance, public facility or infrastructure development, public and/or private finance, or workforce development;
- Must possess a valid NM Driver's License; ; and
- Must submit and pass drug screening and criminal background check.

Preferred Qualifications

- Master's Degree in Business or Public Administration, management from an accredited college or university, Economic Development, Commercial Real Estate, or a related field.
- Designation as a Certified Economic Developer (CEcD) or educational experience in pursuit of designation as CEcD are desirable.

Tribal and Native American Indian preference shall apply.

Knowledge, Skills and Abilities

- Have knowledge of the unique status of tribes and how such status may impact economic development;
- Working knowledge of economic/business development strategies, programs, issues and resources;
- Working knowledge of the methods and principles of determining the economic feasibility of local community and business development projects;

- Working knowledge of the functions and relationships between private and public sector groups;
- Working knowledge of research methodology, report writing and basic statistical applications;
- Some knowledge of occupational fields and occupational requirements including labor market opportunities and trends;
- Some knowledge of the principles of supervision and training;
- Ability to plan, organize and promote economic development strategies, programs and related activities;
- Analyze and prepare funding proposals, contracts, financial reports and other technical economic data to support the Economic Development Office and Tribal economic development initiatives;
- Administer grant and contract activities to assure compliance;
- Gain and maintain the confidence and cooperation of private and public groups coming together to assist and promote the Tribe's economic vitality; and
- Communicate effectively both orally and in writing; and learn to input access and analyze data using a computer.

Physical Demands

While performing the duties of this job, the employee regularly is required to stand, walk, lift, bend, sit; use hands, arms and fingers to handle, patients. The employee must occasionally lift and/or move up to 100 pounds.

Work Environment

Work is generally performed in an office setting with a little noise level.

Mescalero Apache/Native Preference Applies