



Tillamook Bay Community College Position Opening Notice

Director of Economic and Small Business Development

College and Area Information

Tillamook Bay Community College is located 85 miles west of Portland on the beautiful North Oregon Coast in Tillamook, the county seat of Tillamook County. The County has a population of 26,000 and TBCC served over 2500 students during the 2010-11 academic year.

Organizational Relationship

The Director of Economic and Small Business Development reports directly to the Tillamook County Economic Development Council and the College President.

Required Qualifications

- Bachelor's degree required and no less than three years of business experience
- Strong leadership and organizational skills
- Ability to communicate, and work effectively to problem solve and gain consensus with a wide range of stakeholders
- Proven experience in building and maintaining a broad spectrum of partnerships
- Good working knowledge of general business principles and economic functions as they relate to business profitability and financial resources.
- Ability to diagnose economic conditions; gather information, plan, coordinate, and analyze research projects.
- Proficiency with standard software programs, especially business accounting and spreadsheet applications.
- Experience in preparing, monitoring, and reporting on operational and grant budgets.
- Experience supporting boards and their members and ability to support board development
- Management experience that included responsibility for hiring, development and daily supervision of personnel.
- Must have a valid Driver's License.

Preferred Qualifications

- Master's degree in related area.
- A minimum of 5 years' experience related to economic development, small business counseling with no less than three years of business ownership and management.

Responsibilities

- Develop and implement a county-wide business retention and expansion program.
- Hire, develop and manage the EDC and SBDC support staff, and volunteers, to meet the EDC and SBDC goals, and program objectives.
- Develop, recommend and implement grant and operations budget. Monitor expenditures and prepare progress reports to ensure compliance with budgetary and grant guidelines of EDC, TBCC and other federal, and/or state guidance.
- Maintain a current inventory of the available resources and business development needs in the County and advocate for ways to meet those needs.
- Develop and maintain a key reference hub for all infrastructure questions, available economic resources and applicable governmental agencies involved in doing business in the county.

- Forecast future needs and recommend strategies for fund development.
- Access sources of capital from business, commercial and private sectors, including the development of grants.
- Work with all stakeholders to retain and expand commercial and industrial business in Tillamook County.
- Counsel existing employers to become more effective, competitive and profitable through small business outreach, educational programs, and connections to business development resources.
- Assist in the development of private and public sector initiative to increase and improve service including infrastructure to the small business community.
- Develop and maintain a strategy and tactics for marketing the EDC services and to attract new business to Tillamook County.
- Develop and maintain an active relationship with all EDC members.
- Stay current on latest management trends, techniques and tools to provide insight to the SBDC, EDC organizations and member companies.
- Ensure compliance with Oregon SBDC policies, procedures and contracts.

Application Information

Applicants should submit a TBCC application along with the following:

- a letter of application addressing each of the required and preferred qualifications;
- a resume; and
- unofficial copies of college transcripts.

The submission of all required application materials is the responsibility of the applicant.

Send or deliver the application packet to:

Tillamook Bay Community College
 Attn: Human Resources
 4301 Third Street
 Tillamook, OR 97141

To print the application go to <http://www.tbcc.cc.or.us/employment.html> and choose the staff application packet.

Candidate selected for hire must provide official academic transcripts.

Applicants must be prepared to interview at their own expense.

POSITION OPEN UNTIL FILLED.

Compensation and Position Availability: Salary: of \$49,620 to \$61,136 per year depending on education and experience.

Questions: Jon Carnahan, TBCC President Emeritus
 Voice: (503) 842-8222 x 1010 FAX: (503) 842-8334
 Email: carnahan@tillamookbay.cc

It is the policy of Tillamook Bay Community College and its Board that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, sexual orientation, religion, national origin, age, disability, height/weight ratio, organizational affiliation, or political affiliation in any educational programs, activities or employment. Persons having questions about equal opportunity and nondiscrimination should contact the Dean of Administrative Services at TBCC, 4301 Third Street, Tillamook, Oregon, Room 110, Phone (503) 842-8222, ext. 1020 or TDD (503) 842-2467.

TILLAMOOK BAY COMMUNITY COLLEGE IS AN EQUAL OPPORTUNITY EDUCATOR AND EMPLOYER

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