

Economic Development Executive Director

Glacier County Regional Port Authority is an equal opportunity employer. Glacier County Regional Port Authority shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

This job description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change.

Job Title: Executive Director

Reports to: Glacier County Port Authority Board of Directors

Job Summary: The Executive Director provides high level support to the Glacier County Port Authority Board of Directors. This position will oversee and manage the day-to-day operations of the office. The incumbent will provide administrative support for grants administration, monitoring budgets and expenses, scheduling appointments, travel arrangements, and preparation of grant proposals, reports and presentations. Additional responsibilities include researching and summarizing economic development topics, preparing telephone and written correspondence, special projects, maintaining confidential files, and following policies and procedures.

This individual will be expected to perform detailed tasks, make independent decisions and demonstrate high standards of professionalism. This position requires advanced proficiency in Microsoft Office, excellent communication skills, and the ability to interact with individuals at all levels.

Essential Functions (Major Duties or Responsibilities): *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

- Independently research grant-writing organizations and identify strong opportunities for projects and programs related to the mission of Glacier County Port Authority economic development
- Compile grant and loan applications, and maintain a record of filed applications and feedback on award decisions
- Complete all forms, documents, and grant applications in accordance with grant requirements and in a timely, efficient, and thorough manner
- Create and maintain a database of current data entry requirements as related to grant requirements
- Read, understand, and enforce grant contract terms and program compliance
- Review and edit draft applications for accuracy, completeness, clarity, and grammatical correctness
- Coordinate and plan meetings with the loan committee, if applicable, to process new Economic Development Fund applications and inform the Board of recommendations to ensure program efficiency
- Serve as a professional representative of Glacier County Port Authority at meetings
- Coordinate and develop plans and schedules to meet unexpected situations and new developments
- Provide updates to Board members on research, analysis, written reports, and grant recommendations as needed and requested

- Develop internal reporting systems relevant to Economic Development Funds
- Review project progress and oversee project budget periodically to ensure correct expenditures are made for grant projects
- Summarize and submit quarterly or yearly reports as required by granting agencies
- Attend meetings and conferences pertinent to economic development; proactively network with other attendees at said events
- Interact professionally, positively, and respectfully with clients, customers, families, State and Federal agencies, providers, support professionals, and community members at all times
- Maintain a high level of confidentiality with program/service participants, staff and/or fiscal business
- Maintain a professional office for the Glacier County Port Authority

Non-Essential Functions:

- May occasionally travel to meetings within the county and state
- Perform other related duties as assigned and/or needed, with first priority of time being local economic development

Physical Demands and Working Conditions: *The demands and conditions described here are representative of those the employee must meet to perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

- The employee is constantly required to use hands to handle or feel objects and to keyboard.
- The employee is frequently required to sit, talk, write, listen and read.
- The employee may infrequently be required to stand, walk, climb, balance, stoop, kneel, crouch or reach with hands and arms.
- The employee is infrequently required to lift and/or move up to 25 pounds.
- The noise level of the office is dependent on location.
- This position may involve occasional travel by auto to attend meetings, with occasional exposure to inclement weather and hazardous driving conditions.

Supervision Exercised: No supervisory authority

Knowledge, Skills, and Abilities:

The Executive Director must understand and have knowledge of basic government, corporate, and foundation grant resources and practices as needed, and continue active learning of such practices throughout employment. Ideally, candidate will have knowledge of, and/or actively seek knowledge of area's natural resources and Glacier County Port Authority's economic foundation, to aid in relevant economic development. He/she will establish working relationships with federal and state agencies, other county departments, and the community. With appropriate input, the Executive Director will develop, write, and implement plans for strategic economic development. Accordingly, Executive Director will need to read and comprehend materials to perform said duties.

This position will require the use of computers and basic software (Microsoft Word, Excel, Powerpoint, Outlook) to maintain databases, prepare reports, create presentations, communicate through e-mail,

etc. In addition, Executive Director will need to effectively use the internet and other resources to research grant opportunities.

Executive Director will need to think logically and critically to develop solutions according to written specifications and/or oral instructions, and overcome challenges originally and creatively. In addition he/she will need to frequently deal with change, new information, delays, or unexpected information. They will need to respond to situations in a professional, confidential manner that utilizes established hierarchies of authority. Punctuality in observing work hours and promptly responding to requests from the Board of Directors, public as well as private entities or individuals, is expected.

This employee will need to demonstrate initiative and multi-tasking abilities to be able to oversee multiple projects at once with accuracy and timeliness to meet necessary deadlines.

Starting pay will be \$20 per hour. A bachelor's degree in Business, Marketing, Public Relations, Communications, Economics, English, or a related field is preferred. Demonstrated pertinent and related experience may be considered in lieu of education.

A cover letter, resume and three references may be emailed to Brenda Schilling at glacierportauthority@gmail.com or via paper copies may be sent to the Glacier County Regional Port Authority, P.O. Box 178, Cut Bank, MT 59427.