

DONIPHAN COUNTY, KANSAS, JOB DESCRIPTION

Job Title: Economic Development Assistant
Reports To: Doniphan County, Kansas, County Clerk
Job Status: Part-Time
Primary Job Site: Doniphan County Courthouse, Troy, Kansas
FLSA Status: Non-Exempt
Approved By: Doniphan County Commissioners
Approval Date: October 23, 2023



SUMMARY

Economic Development Assistant provides services to Doniphan County, Kansas, under the direction of the Doniphan County Clerk and Economic Development Consultant. Types of services include confidentiality in recruitment, retention and expansion and development of businesses, industries, residences, tourism and other real assets to the economic growth of Doniphan County and its cities. This position also is a member of the Doniphan County Chamber of Commerce and other local and regional organizations as set by the County Commissioners that are active in economic development interests in the County.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to the following:

1. Maintain regular contact with existing businesses and individuals in the county in order to assist with their needs for business growth and development.
2. Maintain and update county website, social media and other marketing programs and materials.
3. Assist Doniphan County Chamber of Commerce and represent Doniphan County on local community development boards as needed/requested
4. Assist with grant reporting and economic development programs/incentives as needed (under guidance of economic development consultant)
5. Work closely in a confidential manner with Economic Development Consultant
6. Travel, including overnight stay, may be required

EMPLOYMENT RESPONSIBILITIES

The Economic Development Assistant position is part-time department employee. The successful candidate works individually in a high level confidential position under the direction of the Doniphan County Clerk and Economic Development Consultant. All employment decisions are subject to approval by the Doniphan County Commissioners.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty to a satisfactory level. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Communication: Must have the writing and speaking skills to effectively communicate and stay in close contact with many different partners, agencies and businesses. Must have the ability to relate to people and work in teams. Ability to craft social media and website content strongly preferred.
2. Technical: The Economic Development Assistant must be proficient in using a computer for communication including email and Microsoft office programs. Experience with designing flyers, brochures and graphics for social media and website content preferred.
3. Professional: The Economic Development Assistant must have excellent skills in public and interpersonal communications, organizational skills in filing documents physically and digitally and time management skills to stay on track with schedules and deadlines. At all times, it is desired to remain enthusiastic and positive, be patient and have a calm or collected demeanor.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, and sit. The employee is frequently required to drive and travel in a vehicle. The employee is required to spend a large amount of time on a computer looking at the screen and using a mouse and keyboard. The employee may occasionally lift and/or move up to 25 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position is expected to dress in professional semi-business attire, adaptable to activities and events while representing Doniphan County.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The noise level in the work environment is usually moderate. The Economic Development Director's office and front office is an adjustable temperature-controlled environment with a heating and cooling system. Restroom facilities are located on the same ground level as the office.

There is a break room available for courthouse employees with a refrigerator and microwave next to the department's office for meal time uses. Courthouse employees may frequently pass through the first office in the Economic Development Department on a daily basis to access the break room.