



Job Posting

The Town of Parachute is seeking an Economic Development / Recreation Specialist

The ideal candidate will have experience in the field of Economic Development with an emphasis on outdoor recreation. The position works independently under the general supervision of the Town Manager. Also works with various Town advisory committees relating to economic development and redevelopment activities, including, but not limited to outdoor recreation. Exercises independent judgment in performing professional and administrative work. Works with other personnel related to the redevelopment, economic development, and outdoor recreation activities of the Town. Requires broad administrative and management skills along with strong interpersonal and communication skills.

Please provide resume and completed Town of Parachute Application for Employment to the Town Manager at:

Town of Parachute
ATTN: Town Manager
222 Grand Valley Way
Parachute, CO 81635

Recruitment is open until Thursday, August 15, 2019.

TOWN OF PARACHUTE JOB DESCRIPTION

Job Title: Economic Development / Recreation Specialist
Department: Economic Development / Parks and Recreation
Reports to: Town Manager
FLSA Status: Non-Exempt
Salary Range: \$42,000 - \$55,000 per year
Approved By: Town Manager
Approved Date: June 2019

SUMMARY:

Works independently under the general supervision of the Town Manager. Also works with various Town advisory committees relating to economic development and redevelopment activities, including, but not limited to outdoor recreation. Exercises independent judgment in performing professional and administrative work. Works with other personnel related to the redevelopment, economic development, and outdoor recreation activities of the Town. Requires broad administrative and management skills along with strong interpersonal and communication skills.

SUPERVISION EXERCISED AND RECEIVED:

Receives general direction from the Town Manager and exercises direct and indirect supervision over personnel in assigned program areas.

IMPORTANT AND ESSENTIAL DUTIES:

Assists in the development of the annual division budget based on all program allocations, prior year's expenditures, and community priorities; monitors expenditures and prepares budget adjustments.

Works with agencies to obtain funds for economic development, redevelopment, and outdoor recreation including State and Federal agencies as well as County organizations.

Administers programs and processes and makes decisions in accordance with established rules and regulations, policies and procedures and guidelines; participates in the development of department/division rules, policies and procedures, goals and objectives, and priorities.

Maintains records and prepares reports of work activities; collects data to coordinate program activities with other Economic Development and Parks and Recreation programs; oversees and inspects work of private contractors.

Economic Development

Supervises the redevelopment efforts within the Town to develop strategic proposals to promote revitalization, diversification, expansion, and economic development.

Develops data such as vacant property analysis, building inventories, municipal information packages, and application processes to aid in economic development and redevelopment.

Coordinates efforts for the Town with the Western Garfield County Chamber of Commerce, the Rifle Regional Economic Development Corporation, Garfield County, and other economic development related consultants and/or organizations.

Coordinates application and review process of tax exemption program for qualified businesses (Enterprise Zone) and the Town's economic development incentives policy.

Oversees public involvement process for property owners input in the redevelopment effort.

Evaluates the physical needs of the redevelopment areas in terms of public infrastructure, including traffic circulation, pedestrian access, mass transit, drainage, streetscaping, open space, aesthetics and the like.

Participates in the management of redevelopment capital projects from design phase to construction in conjunction with Public Works.

May act as the Community Development Specialist/Director in the absence of the incumbent in that position when assigned.

Works with area businesses to aid with business development and retention to solve problems faced by those doing business.

Outdoor Recreation

Develops, plans, and coordinates outdoor recreation programs, including T.O.P. Adventures existing programs and develops new outdoor recreation opportunities for the Town.

Evaluates equipment for purchase and assists in the development of specifications; orders materials and supplies; approves orders of materials and supplies by other staff associated with program area.

Performs the more complex or technical duties associated with program activities; operates all equipment associated with duties; keeps abreast of and maintains knowledge of latest technology and applications to the work.

EDUCATION AND TRAINING GUIDELINES:

Knowledge, Skills and Abilities:

Completion of a Bachelor's degree at an accredited college or university and five years of progressively responsible planning experience; or any equivalent combination of acceptable training, education, and direct planning experience, or experience with federal and state economic development and community redevelopment programs

Knowledge of: Applicable federal, state and local laws, codes and regulations, including safety regulations and procedures; modern principles and practices of economic and recreation programming; effective supervisory and management principles and practices; budgeting, accounting and purchasing methods and principles; business mathematics; effective methods of record keeping and inventory control; computerized maintenance management systems; training and employee development programs.

Skill in: Preparing budget analysis, cost projections and cost-benefit analyses; managing complex projects; communicating clearly and concisely, both orally and in writing; training, evaluating and instructing staff; operating office equipment, including computers and associated software applications.

Ability to: Plan, organize, direct, schedule, supervise, and review activities of staff; analyze problems, evaluate alternatives, and make sound decisions and recommendations; follow problems through to resolution; present clear and concise oral and written reports; learn, retain, interpret and apply pertinent provisions of the Town's Rules and Regulations, Town policies and other laws related to human resources administration; learn, retain, interpret and apply plans and policies, adapting effectively to change; plan, prioritize and direct parks and recreation programs; coordinate program activities and projects with other programs, projects and contractors; exercise good judgment and make appropriate decisions; learn and use a variety of computer software applications related to the work; work effectively with community organizations, agencies and associated facilities; perform related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of Colorado Statutes regarding community redevelopment agencies and economic development incentives.

Knowledge of public/private tax and financing matters.

Knowledge of economic development and business procedures.

Ability to coordinate and prepare meeting agendas.

Ability to research and analyze data.

Ability to prepare special planning reports.

Ability to supervise professional and support personnel.

Ability to communicate clearly and concisely, both orally and in writing.

Ability to present information to associates, the public, and before local boards in multi-media presentations as well as creating a visioning process with interested stakeholders.

Ability to work quickly and accurately to meet deadlines.

Ability to establish and maintain effective working relationships with associates, other Town employees and the general public.

Ability to attend regular committee meetings and participate in Town activities/events outside of normal business hours.

PHYSICAL AND MENTAL REQUIREMENTS

Ability to speak, read, hear, see, and write the English language.

Ability to handle the pressure of deadlines.

Ability to read, write, and, interpret technical reports.

Ability to operate a motor vehicle.

Ability to use reasoning and comprehend technical materials.

Ability to perform routine and complex tasks.

Ability to lift, carry, push and pull items weighing up to 50 lb. and not more than 300 yd.

Ability to control behavior when encountering stressful situations, such as uncooperative peers, oral presentations, or when encountering necessary deadlines.

THIS JOB DESCRIPTION IS NOT INTENDED TO BE AND SHOULD NOT BE CONSTRUED AS AN ALL INCLUSIVE LIST OF ALL THE RESPONSIBILITIES, SKILLS OR WORKING CONDITIONS ASSOCIATED WITH THE POSITION. WHILE IT IS INTENDED TO ACCURATELY REFLECT THE POSITION ACTIVITIES AND REQUIREMENTS, MANAGEMENT RESERVES THE RIGHT TO MODIFY, ADD OR REMOVE DUTIES AND ASSIGN OTHER DUTIES AS NECESSARY. THIS JOB DESCRIPTION DOES NOT CONSTITUTE A WRITTEN OR IMPLIED CONTRACT OF EMPLOYMENT.