

Position Description - Economic Development Assistant for the Town of Dover, VT

TITLE: Economic Development Assistant

NATURE OF THE JOB: The job of the Economic Development Assistant is to perform assignments to promote economic development for the town of Dover under the direction of the Economic Development Director.

The Economic Development Specialist Assistant's work is performed in conjunction with the general policies, philosophy and long-range plans established by the town of Dover. The Economic Development Specialist Assistant shall take direction for completion of specific tasks in the areas of:

- Administration
- Beautification
- Business and Workforce Development
- Events
- Housing
- Infrastructure
- Marketing
- Public Safety
- Telecommunications
- Trails
- Venue

REPORTS TO: Economic Development Director

SALARY RANGE: Part time (25 hours/week) position, salary commensurate with experience.

HIRING, TENURE: The Economic Development Assistant Director is an employee of the Town of Dover and hired by the Economic Development Director. There will be a six-month probationary period, which may be extended at the discretion of the Economic Development Director.

This part-time position is conducted primarily at the town offices during regular business hours, but also may require attendance at meetings of the Board of Selectmen and public informational and other related economic development meetings.

This position is contingent on continued annual funding of the 1% option tax by the town of Dover. The position is exempt from Fair Labor Standards Act.

QUALIFICATIONS:

- A minimum of three years of experience preferred in the areas of: office administration, business development, economic development, special events, marketing, and/or tourism, and knowledge of the principles and practices of strategic business development, public relations, and budget development.
- College Degree preferred, but not required, depending on experience.
- A working understanding of the Town of Dover's municipal government and/or the state of Vermont's government structure, agencies, and programs.
- Possession of a valid driver's license.

SKILLS

- Good organizational skills and the ability to work independently with little direct supervision.
- Ability to assist with strategic departmental decisions while offering substantive recommendations.
- Ability to analyze alternatives and offer objective recommendations.
- Ability to assist with analyzing and developing budgets as they pertain to the goals and objectives of the department.
- Ability to work effectively with local businesses and other employees.
- Ability to assist with effective grant writing and administrative skills.
- Ability to competently communicate, both orally and in writing, with a proficiency in public speaking.
- Ability to positively interact with the general public, volunteers and media.
- Working knowledge of Microsoft Word, Excel, Publisher, PowerPoint as well as basic computer and office equipment skills.

Primary Responsibilities

1. Provide administrative assistance to the Economic Development Department and work on assigned tasks at the discretion of the Economic Development Director.
2. Work closely with the 10 economic development work groups, and any projects that they have prioritized.
3. Assist with summaries, budget amendments, status reports, study findings, and other documents as assigned by the Economic Development Director.
4. Make recommendations regarding strategic initiatives, consistent with the goals and objectives of the department.
5. Effectively manage a project, either alone or with other department members or volunteers, which are completed on time and within budget.
6. Assist with grant applications and their administration.

The Town of Dover is an Equal Opportunity Employer.