



NORTH CENTRAL NEW MEXICO ECONOMIC DEVELOPMENT DISTRICT

Job Posting

JOB TITLE: Community Development Director

JOB DESCRIPTION: This position will be responsible for the overall implementation of community and economic development responsibilities for NCNMEDD's region, including direct assistance to our member governments. The individual will also oversee the development and implementation of the Regional Transportation Work Program for Northern Pueblos Transportation Planning Organization and Northeast Regional Transportation Planning Organization (NPRTPO and NERTPO). This individual will formulate, plan, organize, monitor, execute and evaluate projects and programs throughout the region with measurable outcomes. This is a full-time Exempt position located in the Santa Fe office.

DUTIES & RESPONSIBILITIES

Duty	Percent of total
Oversees community and economic development efforts of the agency including federal and state grants, contracts, and work programs.	20%
Oversees fee-for-service contracts and scopes of work for fiscal agency, grant administration, project management, grant writing and related services.	20%
Oversees and provides technical assistance to member governments for Infrastructure Capital Improvement Plans, capital outlay requests, state appropriations and local government budgeting and reporting on an as-needed basis.	20%
Responsible for technical and administrative support, program development and coordination of the RTPOs.	30%
Liaison for providing useful and timely information at all levels of government, responding to constituent requests, and working closely with the Executive Director to address the needs of the region.	10%

This position requires a highly motivated and responsible individual with good office and time management skills. Leadership qualities and communication skills are required. The prime responsibility is to work closely with local, regional, and statewide agencies to successfully implement projects and programs to improve the quality of life of the residents in our region and throughout New Mexico. Close and effective working relationships with professional consulting firms, state, federal, local, and tribal officials is a must. The position requires extensive travel within the NCNMEDD region.

EXAMPLES OF WORK PERFORMED

- Directs the development and implementation of a comprehensive economic and community development strategy for the NCNMEDD region
- Supervises employees, including transportation planner/s, community development planner/s and loan officer as well as temporary and contract positions as appropriate
- Oversees a comprehensive outreach program to NCNMEDD region and/or member governments to include developing and implementing promotional and marketing programs and materials
- Collaborates with local, state, and federal entities to identify the interests and priorities of communities and implement economic plans, programs and projects
- Develops a community visitation program and conducts personal visits to communities throughout our region to assess economic and community development issues and concerns

- Monitors and evaluates the effectiveness of various economic and community development programs and efforts
- Review and evaluates economic and community development proposals for feasibility and funding considerations
- Responsible for establishing and maintaining a database of all projects
- Responsible for gathering information, calculating data and preparing regular reports related to the compliance with state and federal contracts
- Develops and monitors department budget
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies
- Contributes to team effort by accomplishing related results as needed
- Other duties as assigned or necessary to meet the goals and objectives of NCNMEDD

QUALIFICATIONS AND SKILLS REQUIRED

- Bachelor's or master's degree in business administration, planning, public administration, economic development, or a related field and 10 years of directly related experience, or a comparable combination of education and experience. Directly related experience should include:
 - Local government budgeting, procurement and reporting within the State of New Mexico;
 - Federal and state community and economic development programs; and
 - Supervision or management of staff, projects, or programs
- Ability to maintain effective working relationships with NCNMEDD staff, New MARC staff, contractors, Board members, local, state, and federal government staff, and consultants
- Progressive experience with budget development and management
- Good analytical skills to plan, formulate, execute, and manage projects
- Requires strong coordination at the local, state, and federal level to develop and provide local government assistance that is applicable and accessible to their needs
- Requires strong technical expertise to aid local governments who lack capacity to carry out requirements of programs available to assist their communities
- Valid New Mexico driver's license that will allow the candidate to travel and oversee economic and community development projects

KNOWLEDGE AND ABILITIES

- Knowledge of problem-solving techniques and ability to make good, sound judgment decisions
- Ability to establish priorities and to assess and prioritize multiple tasks, projects and demands
- Maintain effective working relationships with NCNMEDD staff, contractors, and Board members
- Knowledge of federal, state, and local regulations and policies
- Experience with budgeting principles and practices and ability to analyze financial information
- Good oral and written communication skills
- Ability to work and perform in conflict/crisis environments
- Knowledge of program planning concepts, principles, and practices
- Demonstrate behavior that maintains the organization credibility, integrity, and positive image in the community

SUPERVISORY RESPONSIBILITIES

This position requires supervisory experience.

PHYSICAL DEMANDS

This position requires basic physical demands for working in an office environment including, sitting for long periods, using computers and other typical office equipment, driving a car/van, carrying

documents, and walking.

TRAINING

Ongoing training and/or certifications in economic development; transportation; federal and state grant programs; Federal Reporting under 2 CFR 200; and local government budgeting, procurement and reporting are required for this position.-Standard training for all employees will be applied to this position as well as any training deemed beneficial by management in the future.

DECISION-MAKING

This position requires the use of discretion and independent judgment with respect to matters of significance for the agency as well as typical decision-making responsibilities required in a day-to-day office working environment.

COMMUNICATIONS

Reports to the Executive Director and interacts with NCNMEDD employees and contractors, New Mexico State agencies staff, Federal agencies staff, state, and local elected officials, the public, and private and/or corporate entities.

EQUIPMENT USED

Typical office equipment will be used such as computers, calculators, phones, copier/printers, projectors, and cars/vans.

WORK ENVIRONMENT

This position will work in a standard, smoke-free, indoor office environment with other staff in NCNMEDD's Santa Fe office.

CONDUCT

The North Central New Mexico Economic Development District (NCNMEDD) has a direct and vital impact on the quality of life for those we serve. Accordingly, the services we provide require honesty, impartiality, and fairness, and must be dedicated to the protection and promotion of the public health, safety, and welfare. As an employee and representative of NCNMEDD and its Board of Directors, all personnel are required to exhibit and practice the highest standard of honesty and integrity and must perform under a standard of professional behavior that requires adherence to the highest principles of ethical conduct in all aspects of the position.

APPLICATION DETAILS

Salary will vary based on education and experience. Position will remain open until filled. NCNMEDD provides Public Employee Retirement Association of New Mexico (PERA) retirement. Quality benefits package includes medical, dental, retirement and paid time off. Candidate selected for full-time employment must successfully complete all pre-employment requirements prior to commencing employment.

Applicants must complete NCNMEDD Employment Application at www.ncnmedd.com and e-mail letter of interest and résumé to Monica Abeita, Executive Director at ncnmedd@ncnmedd.com.