



TRI-COUNTY
regional planning commission

**MANAGER OF ECONOMIC PROGRAMMING
POSITION DESCRIPTION**

POSITION SUMMARY

The Manager of Economic Programming is a full-time, salaried position with traditional weekday office hours and some evening meetings, travel, and events outside of regular office hours. Primary duties include developing, coordinating, and implementing programming and planning initiatives that support the economic vitality and community vibrancy of the region and its communities. This position is responsible for managing and overseeing the community development program's technical staff and deliverables and providing technical assistance to regional entities, local governments, and agency staff.

The Manager of Economic Programming's relationships with planning partners, funding agencies, agency leadership, and subordinates play a significant role in determining the success and sustainability of staff performance and programming. The Manager of Economic Programming must be an effective manager of the agency's community development program and staff while also being intuitive to the sensitivities of Board policy, leadership priorities, and regional viewpoints.

This position reports to the Deputy Director and directly supervises technical staff as needed based on varying special projects and staffing levels. At this time, this position would not have a direct report upon hire.

POSITION QUALIFICATIONS & REQUIREMENTS

Education

A bachelor's degree is required; a master's degree is preferred. A degree in public or business administration, economics, urban or regional planning, public policy, marketing, or related discipline is desired. A combination of a bachelor's degree and significant professional experience may be considered in lieu of a master's degree.

Experience

This position requires a minimum of three years' progressive management and leadership experience. Professional experience directly related to community and/or economic development; municipal, urban, or regional planning; or related fields preferred.

COMPENSATION & BENEFITS

Financial Compensation

This position is classified within Level VII of the salary scale; starting pay is \$90,000.

Medical Benefits

We recognize that the health of you and your family matters. Our agency offers industry-leading medical, dental, and vision plans designed to enhance your health and wellbeing and make it easy to take care of yourself. Every plan is 100% agency funded, keeping money in your pocket, and giving you peace of mind. Employees are eligible for medical benefits immediately upon hire.

Qualified persons wishing to be considered for this position must submit an application, including a resume and cover letter, following the instructions at mitcrpc.org/careers. Full job description is available there. Position is open until filled.