



**FALLON TRIBAL DEVELOPMENT CORPORATION**  
**OFFICIAL POSITION DESCRIPTION**

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Adopted/Revised:  
11/07/2016

**ECONOMIC DEVELOPMENT DIRECTOR**

Division:	<b>Economic Development</b>	Class Code:	<b>500</b>
Supervisor:	<b>Board President</b>	Pay Grade:	<b>Grade 22</b>
FLSA Status:	<b>Exempt</b>		<b>(\$68,729.59-\$77,355.76/annually)</b>

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**DESCRIPTION**

Work is performed under the executive direction of the Fallon Tribal Development Corporation (FTDC) and immediate oversight of the FTDC Board of Directors who review work through conferences and reports. This is professional and administrative work coordinating the allocation of FTDC's Operational Budget. The Economic Development Director will confer with FTDC's Board personnel regarding the purchase and sale of business enterprises and/or investment property on a speculative or commission basis for the Tribe. Reviews trade journals, business opportunity advertisements, or other publications to ascertain business enterprises or investment property up for sale. Investigates financial rating of business, customer appeal for type of merchandise, and desirability of location for type of business, or condition and location of investment property. Estimates cost of improving business or property and potential market value to determine resale value. Oversees management of repairs, remodeling, or redecoration of property investments, and the purchasing of competitive merchandise. Initiates the installation of sound management practices to improve the value of property or business acquisitions, and contacts prospective clients. Describes to the FTDC the selling points of properties or businesses, emphasizing such factors as improvements made and profit potential. Executes the sales of businesses or properties to buyer, and makes arrangements for escrow and title change via our attorney. Maximizes profit for our Tribal economic development efforts, planning strategies to attract businesses and encourage expansion and retention of existing business to promote a stronger economic base and promote the Tribe as a viable option for the location of business/industry by contacting local, regional, national and international businesses.

**DUTIES AND RESPONSIBILITIES**

Represents the Fallon Tribal Development Corporation in matters related to economic development by attending meetings of the FTDC Board of Directors and the Fallon Business Council.

Represents and actively promotes the Tribe and Corporation at meetings, presentations, trade shows and through development of proposals and related materials.

Works with the Board of Directors and Tribal Officials to ensure support, prepares economic research for FTDC's review, implements strategic planning and overall coordination of the Tribe's assets as related to their economic potential in the development of businesses.

Provides assistance and advises the Board on the coordination of Tribal economic development activities as they impact local, regional, national, and international entities, as well as the general public.

Attends economic development forums, tradeshow, and fairs to market the Tribe's potential resources; locates/seeks and hosts potential developers; assists businesses in expansion and relocation plans and performs research for project ideas for the Board and the Business Council.

Drafts and presents economic development policies related to tax incentives, infrastructure development and such other issues to the Board and Business Council for formal adoption and implementation.

Represents the Board of Directors and the FTDC before various other committees, boards, commissions and task forces related to promoting economic development.

Directs and performs activities such as research, analysis and evaluation of technical information to determine feasibility and economic impact of proposed expansions and developments.

Acts as a technical advisor to the Board and is the liaison between the Board and government representatives at all levels; assumes responsibility as intermediary and/or connecting link with neighboring communities, various Chambers of Commerce, educational facilities, real estate developers, service clubs, and other public and private organizations having interest in Tribal, regional or broadly-based economic development.

Establishes positive and proactive communications with and among the Board of Directors with regard to strategic plans, policies, programs and operations; generates strategic plans and policy for the Board's approval and performs effective overall prioritization and management of the Board approved work plan.

Analyzes and stimulates business responses and prepares media releases and communication to stimulate interest in the community to promote the Tribe as a community business partner complementing the community at large.

Prepares agendas for monthly meetings and facilitates the meetings as required; responsible for attending all meetings of the FTDC Board of Directors

Performs related work, as required, and as determined by the Fallon Tribal Development Corporation

**REQUIRED KNOWLEDGE, ABILITIES, SKILLS:**

1. Must have exceptional communication skills necessary to make quick financial decisions that will benefit our Corporation and Tribe;
2. Thorough knowledge of business English, grammar, punctuation, and complex math skills needed to execute any business-related undertaking;
3. an ability to organize and express ideas clearly; past experience in writing letters, proposals, letters of inquiry, public speaking, research, etc.
4. Must have demonstrated proficiency in typing/keying, the use of computers-word processing, spreadsheets, database management, internet, electronic mail –
5. Preparing budgets, managing within authorized budget, assessing needs, identifying available resources vital to implementation of effective programs, etc.
6. Must maintain effective, discreet and courteous working relationship when conveying information and/or working with public officials and agencies, residents, members of the general public, co-workers and subordinates.

7. Basic knowledge of State and Federal regulations, laws, rules and policies related to the Fallon Paiute-Shoshone Tribe and other Tribal entities – the workings of Tribal government, and how those departmental services intertwine and complement one another either locally or nationally.
8. Must have extensive knowledge of real estate-related taxing, zoning, and building regulations, and/or demonstrate an ability to acquire such knowledge during a reasonable period of time;
9. have a working knowledge of financing avenues and options for development with the capacity to provide the FTDC Board Members with information rates, returns and revenue/expense projections in a timely fashion;
10. Must substantiate past successful leadership or productive alliances across private, public and government sectors, showing effective management of group dynamics/decision-making which facilitated consensus from diverse and sometimes opposing viewpoints.
11. Must be able to effectively manage multiple responsibilities and programs; prioritize, organize, plan, direct, coordinate and evaluate work of employees; and perform work independently.

### **EXPERIENCE AND TRAINING**

Possession of Bachelor’s Degree in Business, Public Administration, Marketing or closely related field, preferably with advanced degree and five years of advanced economic development experience; requires experience in government and public/media relations, tourism, and marketing; an ability to exercise mature judgment, confidentiality, and responsible decision-making in accordance with established policies and procedures of the FTDC Board and/or separate standard operating procedures. Previous business experience in the private sector and at a local level is preferred, or equivalent combination of training and experience. Requires a valid Nevada driver’s license and reliable transportation. Position may require short and long-term travel and attendance and/or participation in a number of evening and/or weekend meetings or workshops as directed by the Board of Directors.

Must maintain confidentiality in all business matters

Must abide by FTDC Personnel Policy and Procedures

Must pass a criminal background check

Must be willing to take and pay for pre-employment drug and alcohol testing

### **GENERAL EMPLOYMENT INFORMATION**

**Fallon Paiute-Shoshone Tribe and Native American/Indian Preference.** Employment preferences to members of the Fallon Paiute-Shoshone Tribe and to members of federally-recognized Indian Tribes shall apply to this position pursuant to the FTDC’s Personnel Policies. Persons of Tribe and/or Indian ancestry and wish to claim these employment preferences should submit a copy of the Tribal Enrollment card/certification indicating the name of the Tribe they are enrolled with.

**U.S. Veteran’s Preference.** Preference to opportunities to veterans honorably discharged from the United States Armed Forces shall apply to this position pursuant to the FTDC’s Personnel Policies.

**Equal Opportunity Employer.** The Fallon Tribal Development Corporation does not discriminate on the basis of race, color, national origin, sex, religious preference, age, handicap, marital status, political preference, genetics or membership or non-membership in any employee organization, except as allowed by Federal and/or Tribal Law.

**Drug Free Workplace.** The Fallon Tribal Development Corporation is a drug-free workplace. All employees are subject to a pre-employment drug test (at his/her own expense) and random drug screens.

**Background Checks.** All employees must be able to pass a background check per the FTDC’s background check procedures.

**Position Description Limitations.** This position description does not constitute an employment agreement between FTDC and the employee, and is subject to change by the FTDC Board of Directors as the needs of FTDC and the requirements of the job change. This position description is not intended to present a descriptive list of the range of duties performed by any employee in this position and is not intended to reflect all duties performed within the position.

**EMPLOYEE RECEIPT AND ACKNOWLEDGEMENT**

I have received a copy of this approved position description. I have read this position description (or had it read to me), and I understand all my job duties and responsibilities. I further understand that my duties may change on a temporary or regular basis according to the needs of FTDC without it being specifically included in the position description. I will be notified of these changes in writing and have an opportunity to ask any questions with my immediate supervisor or Human Resources. I understand that all evaluations and any pay increases will be based on my ability to perform the duties outlined in this position description. I have discussed any questions I may have about this position description prior to signing this form.

Employee’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***This acknowledgment will be placed in the employee’s personnel file.***

\_\_\_\_\_  
President, Board of Directors  
Fallon Tribal Development Corporation

\_\_\_\_\_  
Date