



Fallon Tribal Development Corporation

567 Rio Vista Drive, Fallon, Nevada 89406

Tel 775.423.6040 / Fax 775.423.6048 / www.ftdc.us

JOB ANNOUNCEMENT

Closing Date: **August 11, 2017**

Title: Economic Development Director

Location: 567 Rio Vista Drive Fallon, NV 89406

Salary: \$33.04-\$37.19/hour – hiring range (Steps 1 - 5 DOE), Salary/Exempt
(Class Code 500; Grade 23)

Supervisor: Board President

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.

EXPERIENCE AND TRAINING

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. 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 and abide by FTDC Personnel and Procedures at all times.

Must have a valid Nevada driver's license and be insurable under the FTDC or Tribal insurance policies

FOR FULL JOB DESCRIPTION AND TO APPLY: Applications & Job Descriptions may be obtained in person from Human Resources at 567 Rio Vista Drive, Fallon, NV 89406; or from our website at www.ftdc.us.

Call Human Resources with any questions (775) 423-6040.

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473) and to members of the Fallon Paiute-Shoshone Tribe in accordance with adopted policies & procedures. The Fallon Tribal Development Corporation is an Equal Opportunity Employer and all qualified applicants will be considered in accordance with the provisions of Section 703(l) of Title VII of the Civil Rights Act of 1964, amended in 1991.

GENERAL EMPLOYMENT INFORMATION

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 an employee drug-free work place. Applicants will be required to undergo drug testing prior to employment (at the applicant's expense) and will be subject to further drug and alcohol testing throughout their period of employment.

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