



Seeking applications for the position of:
Economic Development Director

Open Date: April 11, 2025

Closing Date: open until filled

Wage: \$7,028.67 per month plus a generous benefit package including: PERSI retirement; employer paid medical, dental, and vision; paid vacation and sick leave

General Statement of Duties: Under the direction of the Mayor, the principal function of an employee in this class is to plan, organize, manage, and conduct economic development activities within the City. A high degree of human relations and sales skills are required to promote community programs, establish credibility, and gain cooperation and active involvement from potential program/business participants.

QUALIFICATIONS:

- Graduation from high school or possession of a GED is required; and
- Graduation from an accredited college or university with a Bachelor's Degree in public administration, business administration, or other related field;
- Considerable experience in business recruitment or economic development programs; or
- Any equivalent combination of experience and training which provides the knowledge, skills, and abilities necessary to perform the work.

Required Knowledge, Skills & Abilities:

Knowledge of:

- Community business development, municipal zoning, Urban Renewal Agency planning, comprehensive planning
- Financial accounting, grant resources, and contract terminology
- Program planning, implementation, and evaluation techniques

Ability to:

- Plan, organize, and direct economic development activities and develop short/long term economic development plans and proactively recruit new businesses
- Establish and maintain effective working relationships with government officials and agencies, business organizations, lending institutions, civic groups, media, and others
- Compile and organize financial and statistical data
- Make sound and reasonable decisions in accordance with laws, ordinances, regulations, and established procedures

OTHER REQUIREMENTS:

- Possession of a driver's license issued by the State of Idaho

Please send letters of interest explaining why you believe you are the most qualified candidate for the position along with a completed application and resume to the Human Resources Department at PO Box 10, Mountain Home, ID 83647 or email HR@mountain-home.us. Applications can also be submitted in-person to City Hall at 160 S 3rd E St. A full job description is available at City Hall.