

**Posted:** June 14, 2023



## POSITION ANNOUNCEMENT

**TITLE:** COMMUNITY & ECONOMIC DEVELOPMENT SPECIALIST    **DEPT:** PRTC

**REG**       **TEMP**       **FULL TIME**       **PART TIME**

**STARTING RATE or SALARY RANGE** \$50,000-\$75,000

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

**All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.**

**INTERNAL POSTING THROUGH:** June 22, 2023\* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

### JOB SUMMARY:

Coordinates economic and community development programs for New Mexico Tech at the Playas Research and Training Center in Hidalgo County, NM to include coordination, implementation and monitoring of comprehensive community development planning and community development activities. Initiates short- and long-range development strategies and plans, creates and identifies economic development opportunities, and develops marketing and promotional programs. Works closely with key community stakeholders, local governments, university leadership, and other community partners or organizations.

### JOB FUNCTIONS:

- Coordinates, develops, executes, and monitors the implementation of strategic economic and community development initiatives. 10%
- Establish and oversees short- and long-range plans for the development and administration of future economic and community planning initiatives. 10%
- Creates, identifies, and participates in economic and community development opportunities pertinent to the objectives of the programs mission and goals. 10%
- Develops and implements a consistent and effective plan to increase university visibility in economic development initiatives in efforts to further the mission and goals of the University. Represents the university at various community and/or business meetings, committees, and task forces. 10%
- Recommends strategies for advocating the university's position on program specific opportunities and issues. May advise economic and community development board(s), local government and key stakeholders on issues confronting the initiative assigned. 10%
- Establish working relationships with community constituencies; communicates with representatives to ensure they are informed of planning activities and to encourage participation. 10%
- May participate in or direct fund-raising activities in collaboration the New Mexico Tech Foundation for economic and community development initiatives. 10%
- Plans and organizes economic and community development initiatives including, attracting and retaining business partners for various initiatives and establishing community relations activities. 10%
- Prepares reports, briefings, presentations, and responses on strategic planning issues, as appropriate. Develops and manages operating budgets as appropriate and performs periodic cost and productivity analyses. 10%
- Ensures projects are proceeding according to timelines, meeting targets and expectations, and adhering to operating parameters; conducts feasibility studies of proposed developments and expansions. Performs miscellaneous job-related duties, as assigned. 10%

**REQUIRED QUALIFICATIONS:**

Read and comprehend instructions, write information and complete simple forms. High School (or GED) level ability in spelling, grammar, composition and math. Knowledge of business and economic development principles, practices, and methodology. Knowledge of financial reporting standards, regulations, and procedures. Knowledge of marketing and public relations principles, methods, media, and techniques. Knowledge and understanding of the core mission, objectives, and functions of a public university. Ability to compile, analyze, interpret, and integrate information and to prepare and present complex reports, statements, and other materials. Ability to develop, plan, and implement short- and long-range goals. Analytical and critical thinking skills. Interpersonal skills and the ability to effectively work with a wide range of individuals and constituencies in a diverse community. Strategic planning and leadership skills. Verbal and written communication skills and the ability to present effectively to small and large groups. US Citizenship. A Valid NM Driver's License.

**DESIRED QUALIFICATIONS:**

Bachelor's Degree in any are of study, plus five years of related experience. Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures. Experience working in rural communities.

**LIFTING REQUIREMENTS:**

(f)requently, (o)ccasionally, or (s)eldom

0 - 15 pounds	F
15 - 30 pounds	O
30 - 50 pounds	
50 - 100 pounds	
100 + pounds	

**PHYSICAL DEMANDS:**

Standing 20%	Sitting 60%	Walking 20%	Pulling
Pushing	Lifting	Stooping	Kneeling
Crawling	Climbing	Reaching	Other

Apply to: [nmtjobapps@npe.nmt.edu](mailto:nmtjobapps@npe.nmt.edu)