

Executive Director

Economic Development Commission

Up to \$115,000, DOQ

OPENS: Republished: October 18, 2007

CLOSES: Open until filled (application review begins immediately)

The Challenge

As its economy continues to flourish, Washington State must be prepared to compete at the global level. To rise to the challenge of global competition, workforce and economic development programs must work together in strategic collaboration.

The Economic Development Commission (EDC) is seeking an innovative, diplomatic leader with executive level experience to organize and support the creation, implementation, and monitoring of a statewide economic development strategic plan. We are looking for someone with the right combination of economic development expertise, collaborative skills, and entrepreneurial spirit to ensure Washington's economy remains healthy and competitive in the global arena.

About the Agency

The Economic Development Commission was originally created in 2003 as part of the Department of Community, Trade, and Economic Development (DCTED). [Senate Bill 5995](#) was amended by the legislature this year, making the Commission an independent state agency. The intent of this legislation is to create an agency that provides planning, coordination, evaluation, monitoring, policy analysis and development for the state economic development system as a whole, and advice to the governor and legislature concerning the state economic development system. The EDC is charged with creating a comprehensive statewide economic development plan to guide the operation of the State's economic development programs, infrastructure, workforce training, small business assistance, technology transfer, and export assistance.

The membership of the Commission consists of 11 voting members, appointed by the Governor. The members include: Six representatives of the private sectors, one representative of labor, one representative of port districts, two representatives of institutions of higher education, and one representative of associate development organizations. In addition, the director of the DCTED, the director of the Workforce Training and Education Coordinating Board, the Commissioner of the Employment Security Department, the chairs of the standing economic development committees of the House of Representatives, and the Senate shall serve as nonvoting, ex-officio members.

Position Overview

With the support and guidance of the Commission, and in coordination with other state agencies and organizations, the Executive Director will create a comprehensive statewide economic development strategic plan, and then review the current state system for consistency with that plan. This includes establishing minimum standards and metrics for evaluating and monitoring the implementation. After a careful evaluation, the Director will report their findings and make recommendations to the Commission, the Governor, and the Legislature regarding the appropriate state role in economic development, as well as effective administration and regional structures for the provision of economic development services. This position will work collaboratively to build and sustain partnerships with multiple stakeholder groups in order to successfully carry out the agency's mission.

Other duties include:

- Working with the Commission to develop and implement a strategic direction aligned with the mission and objectives of the organization. This includes developing a performance based culture through effective staff recruitment, development, and evaluation
- Developing the agency's budget proposals and acquiring needed resources
- Establishing performance accountability mechanisms, overseeing efficiency and effectiveness of money spent, tracking and reporting results to the Governor, the Council and the public

- Performing data acquisition routines, use of spreadsheet tools for investigating economic, urban development and transportation patterns and trends
- Utilizing statistical and database tools for analysis of surveys and industry datasets, and summarizing the findings
- Effectively promoting and communicating the state's vision and goals for economic development

Qualifications

The most successful candidate will be a motivational leader with the proven ability to present complex information persuasively to diverse audiences. This individual will be skilled in public policy formation, familiar with the legislative process; will possess a firm understanding of Washington's economic development programs and policies, as well as strong skills in economic and statistical data research and analysis. The director must be able to develop organizational infrastructure and cultivate strong stakeholder relationships, while at the same time maintain progress towards agency goals and objectives. We are most interested in candidates who have previously worked with boards and/or commissions, have demonstrated exceptionally high level presentation skills preferably in the role of chair, director or lead staff, and who understand the dynamics of such organizations. A Bachelor's degree or higher in economics or a related field is also preferred.

Application Instructions for Current State Employees

Email your resume and a letter of interest outlining your skills and abilities as they relate to this announcement to: ExecutiveCareers@dop.wa.gov

OR See below instructions to submit an online application

Current State Employees Login and Apply

1.) Click on the above link and enter your **8 digit** personnel number as your User Name (If this is your first time logging in, you will need to contact you agency's Security Administrator in order to receive an initial password.) 2.) From the Job Seeker Start Page click on the "Apply Directly" link at the bottom left part of the page and enter the following reference code: **NB00005634i***

Application Instructions for All Other Job Seekers

Email your resume and a letter of interest outlining your skills and abilities as they relate to this announcement to: ExecutiveCareers@dop.wa.gov

OR See below instructions to submit an online application

I am already registered in E-Recruiting:

Login and Apply

1.) Click on the above link and enter your existing User Name and password. 2.) From the Job Seeker Start Page click on the "Apply Directly" link at the bottom left part of the page and enter the following reference code: **NB00005634e***

I have not yet registered in E-Recruiting:

Register Now and Apply

1.) Click on the above link and click "Register" after entering all of the required information. 2.) From the Job Seeker Start Page click on the "Apply Directly" link at the bottom left part of the page and enter the following reference code: **NB00005634e***

Candidate evaluation will be ongoing and it will be to the applicant's advantage to submit materials as soon as possible. Please be aware that the hiring authority reserves the right and may exercise the option to make a hiring decision prior to the conclusion of the recruitment process. The State of Washington is an equal opportunity employer. Persons with a disability who need assistance in the application or testing process, or those needing this announcement in an alternative format, may call (360) 664-1960 or toll free (877) 664-1960 or Telecommunications Device for the Deaf (360) 664-6211.