

POSITION ANNOUNCEMENT

Enterprise Zone Manager

The Columbia River Enterprise Zone (CREZ) is currently recruiting qualified applicants to fill the Enterprise Zone Manager position. The Enterprise Zone Manager shall be advisory and serve in an ex-officio capacity at all Board meetings.

Columbia River Enterprise Zone operates under an Intergovernmental Agreement pursuant to ORS Chapter 190. CREZ objectives are to provide jobs, increase diversity of the economy, including job opportunities, raise income of residents, and expand the tax base.

Qualifications for the successful applicant include:

1. Public administration or a closely related field; and
2. Experience with economic development including contract negotiations, tax laws, or associated business.
3. Or a successful combination of education, training, and experience that clearly demonstrates the knowledge, skills, and abilities to perform the essential functions of the position.

POSITION OBJECTIVES

The CREZ Board is looking to contract a person who will provide the leadership, management skills and administrative abilities to continue to move the Board in the direction of its stated objectives.

THE IDEAL CANDIDATE

The individual appointed to this position will possess well-developed operations, business management, administrative and leadership skills.

They will also:

- Be an excellent communicator and representative of the Board.
- Act as a catalyst and “front” person for the Board.
- Maintain all official documents and records.
- Work closely with the County Assessor.
- Maintain responsibility for establishing and nurturing successful press relations.

Salary Range: Commensurate with experience and qualifications.

Desirable Starting Date: February 2024

To be considered for the position please submit a letter of interest and resume to:

Brandy Warburton
Port of Morrow Executive Assistant

Email: brandyw@portofmorrow.com

Position Open Until Filled