



## **JOB DESCRIPTION**

**Bishop Paiute Tribe  
Bishop, California**

**Position:** Assistant Economic Development Director  
**Department:** Bishop Paiute Development Corporation (BPDC)  
**Pay Range:** T-9 \$24.72/Hr. - \$34.61/Hr. (\$51,417.60 to \$71,988.80/annually) DOQ  
**Supervised By:** BPDC Director or designee  
**FLSA:** Exempt; Salaried / Regular Full-Time

**Position Summary:** Under the direction of the BPDC Director; the Assistant Economic Development Director will be responsible for assisting the BPDC Director in coordinating efforts to enhance and diversify the economic base of the Bishop Paiute Development Corporation and the Bishop Paiute Tribe through the retention and expansion of existing businesses and the attraction and development of new businesses.

### **Essential Functions:**

- Coordinate Economic Development programs in conjunction with the BPDC Director.
- Assist in managing and implementation of the BPDC's Comprehensive Economic Development Strategy (CEDs), strategic and master planning objectives.
- Develop and maintain a social media presence for the needs of BPDC.
- Maintain with the assistance of the BPDC Director a real estate database.
- Assist with the distribution, compilation and database of economic development surveys.
- When called upon, serves or assists BPDC Director at public speaking engagements regarding Tribal Economic Development.
- Assist in locating and obtaining grants for Economic Development within the Bishop Paiute Reservation.
- Assists the BPDC Director in raising additional capital at appropriate valuations to enable BPDC to meet sales, growth and market share objectives.
- Supports the BPDC Director in motivating and leading a high-performance management team.
- Assists in the development of the departmental budget, forecasts funds needed for staffing, equipment, materials and supplies; and implements budgetary adjustments, as needed.
- Administer leases on each project including promptly synopsisizing new leases, reviewing all tenant billings, analyzing lease clauses, preparation of vacancy reports, enforcing tenant compliance and performing landlord obligations. Identify leasing prospects and occasionally respond to routine leasing inquiries.
- Assists in the coordination of project documents required for project approval, financing, environmental clearance, requests for proposals/qualifications, bid requests, and construction.
- Prepare monthly reporting for all project activity.
- This position performs related duties as required.

**Supervisory Responsibilities:** Directly supervises non-supervisory employees as assigned. Carries out supervisory responsibilities in accordance with the Bishop Paiute Tribe's policies and procedures and applicable laws.

**Competencies:** To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

- *Decision Making* - The individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully to make the responsible decision.
- *Interpersonal Skills* - The individual maintains confidentiality, remains open to others' ideas and exhibits willingness to work well with others.
- *Oral Communication* - The individual speaks and listens clearly and persuasively in positive or negative situations, demonstrates the ability to speak in a professional tone.
- *Customer Oriented* – The individual delivers excellent service to both internal and external customers in a friendly and courteous manner.
- *Time Management* - The individual demonstrates the ability to effectively utilize time while on the clock to ensure all duties are completed before the end of the shift.
- *Detail Oriented* - The individual demonstrates accuracy and thoroughness and monitors own work to ensure all transactions are complete and accurate as possible and that correct amounts of change are given to customers.
- *Adaptability* - The individual adapts to changes in the work environment, manages the daily demands and is able to deal with frequent change, delays or unexpected events. The individual may be asked to fill in on a different shift as needed.
- *Reliability* - The individual is consistently at work and on time, dependable, follows instructions and responds to management direction and changes as needed.
- *Motivated* - The individual is expected to be self-motivated and willing to assist with getting others around them to get the job done and follow through on tasks until completion. The individual strives to complete a task from start to finish.

**Experience and Education:**

- High School Diploma or GED equivalent.
- Bachelor's Degree in Public Administration or related field and/or the equivalent education and experience to perform the duties of the position.
- Possess proficient writing skills, particularly with technical reports and funding proposals.
- Possess proficient communication skills, both verbal and written.
- Maintain complete and accurate property files and records, according to department systems, with an emphasis on documentation for future reference.
- Ability to work under pressure and adjust to adverse working environment.
- Three to five years (3-5 years) of supervisory and administrative experience.
- Considerable knowledge of principles and practices of business or public administration; and knowledge of marketing strategies and techniques.
- Experience in technical research and report preparation related to Economic Development.

**Other Requirements:**

- Ability to manage and prioritize multiple assignments and meet deadlines.
- Organization and time management.
- Strategic and critical thinking.
- Problem-solving.
- Communicating with staff, contractors and tribal officials.
- Highly developed interpersonal skills.
- Ability to meet people with ease.
- Strong organizational skills and well disciplined.
- Knowledge of long-range planning process.

**Signatures**

This job description has been approved by all levels of management:

Manager: \_\_\_\_\_

HR: \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

**Indian Preference:**

Native American Indian preference shall apply pursuant to the Bishop Tribal Employment Rights Ordinance No. 1992-01 (as amended on June 28, 2012) and the Indian Self-Determination and Education Assistance Act (24USC450 ET SEQ), 25FR271.44 and other relevant laws.