

## **DEPUTY DIRECTOR wanted for the South Central Economic Development District, Inc.**

The South Central Economic Development District (SCEDD) seeks an individual experienced in advance level professional work to serve as **Deputy Director** and to serve the communities within our 13 county region of south central Nebraska. SCEDD is one of 8 development districts in Nebraska and desires to grow our team with a Deputy Director to assist and work alongside the Executive Director in District activities and operation. **Interested?**

### Responsibilities:

- Daily work in the areas of community and economic development activities including but not limited to: housing, project development, nuisance abatement/code enforcement;
- Long-term commitment to providing assistance to our communities as they seek to “take the next right step” toward their future growth;
- Be 100% supportive of the mission of SCEDD and be a team player in a fast-paced, “something new every day” environment!
- Lead and facilitate project planning and implementation discussions in our communities;
- Provide leadership on various studies and assessments for our communities. Be confident in the presentation of completed studies to boards and groups;
- Coordinate District activities with communities, officials, committees, agencies, various state and federal agencies, citizens and the Executive Director;
- Other duties as assigned based on experience, interest and/or at direction of Executive Director
- Assist the Executive Director in a wide variety of District activities and report to the Director in all facets of District operation. Executive Director shall provide supervision of the Deputy Director.

### Minimum Qualifications:

- Knowledge of local, state and federal program administration;
- Detail oriented – must be able to manage multiple tasks (juggle many projects at one time);
- Proficient in today’s technology;
- Strong written and oral communication skills, organizational skills, problem solving skills;
- Innate ability to lead a team as well as to think and work independently;
- Valid Nebraska driver’s license – travel is required at times (day and evening hours).

### Education/Experience:

- Bachelor’s Degree in journalism, business administration, planning or public administration;
- 3-5 Years of progressively responsible professional level experience;
- Additional years of professional level experience may be substituted for formal education;

***Community and economic development isn’t just a job – it’s a calling. Are you passionate about rural community and economic development? A dedicated Deputy Director is needed to fill our team!*** To apply, please submit:

- Professional Letter of Application (Cover Letter) & Resume’ of work experience and education
- A short statement of understanding about the mission of SCEDD;
- List of three professional references and one character reference;
- Information on any personality assessments you may have taken recently (Ex: Gallup Strengths Finder, DISC profile, etc.) to give us an idea of how you would fit with current staff composition

The SCEDD office is located in Holdrege and office hours will be maintained in Holdrege.

Documents can be mailed to SCEDD, PO Box 79, Holdrege, NE 68949 or emailed to [sharonh@scedd.us](mailto:sharonh@scedd.us). Review of completed applications will begin **August 12, 2020**. The position will remain open until filled.

***The South Central Economic Development District exists to develop and promote a positive economic climate which supports regional growth.”***