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POSITION AVAILABLE

Town of Princess Anne

CIRCUIT-RIDER STAFF PERSON

The Cities of Crisfield and Princess Anne are the joint beneficiaries of a grant from the State of Maryland, Department of Housing & Community Development Circuit Rider Program to fund and hire circuit-rider staff persons. This posting is for the Town of Princess Anne position, a 20-hour per week obligation in Princess Anne. The Circuit Rider reports directly to the Town Manager and involves 20 hours/week with extensive work in finance administration in addition to other duties as assigned. This position requires 20 hours/week at Princess Anne town hall. It is preferred that the applicant have a bachelor’s degree and experience in both economic development and finance administration, particularly accounting experience with knowledge of annual budget preparation is highly desired. This position is paid at up to $25 per hour, based on experience. Applications will be open until close of business on April 15, 2023 and can be picked up from Princess Anne Town Hall at 30489 Broad Street or downloaded from www.townofprincessannemd.gov. The Town of Princess Anne is an equal opportunity employer.

**TYPICAL TASKS**

* Identifies and implements strategic, short and long range planning and programmatic framework to achieve agency economic development goals;
* Oversees implementation of economic development assistance and incentive programs;
* Creates an annual action plan and identifies resources needed to implement the plan;
* Provides leadership and serves as a subject area expert on economic development matters, providing technical advice to other departments and the economic community; serves as a resource on economic development financing methods;
* Acts as liaison to and builds strong relationships with County officials and departments and the economic development community, including government agencies, schools, labor organizations, non-profits, and businesses, as well as entrepreneurial and civic/community groups, regarding issues of economic concern, development proposals, and projects;
* Makes presentations to boards, the business community and other groups regarding findings and recommendations; facilitates and represents the Agency and County at meetings with members of the business community and the general public;
* Researches, analyzes, interprets, and prepares studies and reports on a variety of economic and demographic data, including labor market trends and other regional economic planning issues;
* Prepare monthly and quarterly finance reporting;
* Participate in data analysis and research;
* Prepare annual budget;
* Prepare journal entries, assist with monthly reconciliations;
* Ensure compliance with accounting policies and regulatory requirements.

**EMPLOYMENT STANDARDS**

**Knowledge:**

**Thorough knowledge of:**

* Methods of financing economic development projects, the financial mechanics involved in real property transactions, and redevelopment finance trends and practices;
* The principles and practices of Request for Proposal/Qualification planning, development, administration and evaluation;
* The principles and practices of grant writing, application, and administration;
* The functions and relationships between private and public sector groups in the economic community;
* Best accounting practices;
* Budget preparation.

**Ability to:**

* Research, analyze and prepare highly technical funding proposals, contracts, and financial reports;
* Research, analyze, interpret and present findings on complex economic data, environmental documents, design plans, technical studies, leases, agreements, options, deeds, contracts and other data and documents related to economic development projects and programs;
* Establish and maintain cooperative working relationships with County officials and private and public entities;
* Interpret and apply complex federal, state and local policies, laws, rules, and regulations;
* Work effectively with business leaders, financial institutions, citizen groups and department managers;
* Work effectively in time-sensitive situations to meet deadlines; coordinate multiple projects and complex tasks concurrently;
* Exercise sound independent judgment and demonstrate initiative and creativity, with minimal supervision;
* Communicate complex material clearly, logically, and concisely, both orally and in writing, including public presentations to large and small audiences.

**Training and Experience:**Any combination of training and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Equivalent to a Bachelor’s degree from an accredited college or university in economics, business, finance, or a closely related field **AND**

Three (3) years of professional experience in finance or a closely related field.