



# CITY OF CANBY

## JOB ANNOUNCEMENT

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### Economic Development and Tourism Coordinator

#### Economic Development Department

Full Time / Non-Exempt / AFSCME Represented

Salary: \$50,820 - \$65,532 / annual salary, plus City paid PERS and benefits  
**Additional 3.5% cost of living adjustment anticipated July 1, 2018, pending budget approval**

Opens: June 8, 2018

Closes: June 29, 2018 at 5:00 PM

Apply to: Human Resource Department  
City of Canby  
PO Box 930  
Canby, OR 97013  
(503) 266-0699 fax  
[zeibera@canbyoregon.gov](mailto:zeibera@canbyoregon.gov)

**SUMMARY AND REQUIREMENTS:** Generate and support business vitality and investment in Canby through economic development coordination and tourism efforts. Provide support to the Economic Development Department through special project and event coordination, business outreach, meeting coordination, marketing and promotion, and grant research and writing. Maintain essential partnerships, positive business and community connections and public outreach efforts. Coordinate events, business promotions, program activities and volunteers. Partner closely with local organizations, businesses, property owners, and governmental agencies in order to promote investment and development within Canby. Equivalent to a four-year college degree in business, marketing, urban affairs/public policy, community development, historic preservation, or a related field. Minimum of five years of relevant experience in more than one of the following areas: commercial district management, historic preservation, business administration, public relations, volunteer management, non-profit administration, fundraising, event planning, tourism, and/or small business development. Any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties may be considered. *(Refer to full Job Description for additional information and requirements.)*

**APPLICATION MATERIALS:** A completed and signed City application, resume and cover letter must be received by the Human Resource Department for the application to be complete. Electronic copies are accepted with a signature. Application materials can be picked up at Canby Civic Offices 222 NE 2<sup>nd</sup> Ave., Canby OR 97013., downloaded from [www.canbyoregon.gov](http://www.canbyoregon.gov), or requested by mail by calling Human Resources at (503) 266-0635.

**SELECTION PROCESS:** Application materials will be used to select finalists. Candidates selected for further consideration will be invited to an oral interview. Prior to hiring, the successful candidate may be subject to a pre-employment background investigation, including a criminal check and reference checking.

**NOTIFICATION:** Applicants who were not selected will be notified once the position has been filled.

**EQUAL OPPORTUNITY EMPLOYER:** The City of Canby is an Equal Opportunity Employer dedicated to a policy of non-discrimination in employment on the basis of race, color, religion, sex, national origin, age, or physical disability. The City of Canby provides access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation, contact the Human Resource Department at (503) 266-0635.