

Now Accepting Applications for EXECUTIVE DIRECTOR

Duties: Under the direction of the Cuming County Economic Development Board, the Executive Director coordinates all activities, programs and operations in an efficient and effective manner. The Executive Director implements activities focusing on the retention and expansion of existing businesses, assisting in the startup and attracting of new businesses, and creating jobs while preserving the quality of life in Cuming County, Nebraska, and each of its four municipalities.

Qualifications: Prefer experience with budget preparation, public relations, strategic planning, business development, and knowledge of grant writing.

Knowledge, Skills and Abilities: Proficient computer skills including the use of Microsoft Office programs and QuickBooks; excellent listening and communication skills; ability to be bonded; ability to maintain confidentiality; work with and manage volunteers; read and write proficiently; time management skills; public presentation skills. Should also be able to establish and maintain effective working relations with leaders in all the communities in the county, board members, volunteers and members of the public; establish and maintain effective contacts and working relations with state, regional and national economic development officials. Should also be available for flexible working hours and travel.

Education and Experience: Graduation from an accredited four year college or university and experience in economic or community development preferred; a combination of education and experience will be considered. Any professional economic development trainings are a plus.

Position: Full-time salaried. Compensation negotiable, based on experience and skills. County benefit package provided. Director required to establish residence in Cuming County within three months of hire.

For complete job description contact: Bonnie Vogltance P. O. Box 290, West Point, NE 68788,
ccclerk@cablone.net

To Apply: Submit cover letter, resume, salary history and at least three professional references no later than 5:00 pm Central Time, Monday, March 1, 2010 to: Cuming County Economic Development Board, Attn: Bonnie Vogltance, P. O. Box 290, West Point, NE 68788, or electronically to ccclerk@cablone.net

Cuming County provides minimal commute times, safe communities and life-long learning prospects; provides variety and accessibility to natural, recreational and lifestyle amenities. Cuming County sits in the northeast region of Nebraska with close proximity to Sioux City Iowa; Omaha, Nebraska; and Lincoln, Nebraska. Cuming County is one of the leading agricultural counties in Nebraska and the nation, with a strong manufacturing and small business base. The county's four municipalities are home to a variety of public and private schools and one community college. The county is also home to a regional hospital with inpatient and outpatient services and a state-of-the-art rehabilitation center. For more information see <http://www.co.cuming.ne.us/>

Nebraska continues to rank high

4th Best Quality of Life, Business Facilities Magazine, 2008 Annual Rankings Report

5th Best Education Climate, Business Facilities Magazine, 2008 Annual Rankings Report

4th Best State for Jobs, CareerBuilder.com, 2008

4th Lowest Average Travel Time to Work, U.S. Bureau of the Census

Top 10 States Receiving a 5-Star on the 2007 State's Healthcare Cost Quotient, Expansion
Management Magazine

Top 10 Best States for Business, 2008 Forbes Magazine

EQUAL OPPORTUNITY EMPLOYER