



CITY of OREGON

5330 SEAMAN ROAD
OREGON, OHIO 43616-2633
www.oregonohio.org

MICHAEL J. SEFERIAN, MAYOR
Phone: 419-698-7045
Fax: 419-691-0241
mseferian@oregonohio.org

JOEL L. MAZUR
City Administrator's Office
Phone: 419-698-7095
Fax: 419-690-7305
jmazur@oregonohio.org



May 28, 2024

OREGON, OHIO
OREGON ECONOMIC DEVELOPMENT FOUNDATION
EXECUTIVE DIRECTOR

The Oregon Economic Development Foundation (OEDF) is accepting applications for the position of Executive Director which reports to the OEDF Board and is responsible for planning, organizing, and directing activities to enhance economic development in the City of Oregon, Ohio. For additional duties, qualifications, and application requirements, see official announcement on the City of Oregon's website at www.oregonohio.org under Job Opportunities. Email application, resume, and cover letter to director@oregonohio.com no later than June 14, 2024. Salary range: \$66,000 - \$71,000



4350 Navarre Avenue, Oregon Ohio 43616
419-693-9999 oregonohio.org



TREE CITY USA

City of Oregon
5330 Seaman Road
Oregon, OH 43616

APPLICATION FOR EMPLOYMENT
CITY OF OREGON, OHIO



Position Applied For: OEDF Executive Director	Date of Application	/	/
Please take your time in filling out this employment application. The quality and completeness of the information provided will be factored into the city's hiring decision.			
Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status or the presence of a non-job-related medical condition or disability. You may exclude from this application any responses which indicate race, color, religion, sex, national origin, disability, age or ancestry.			
First Name:	Last Name:	M.I.	
Street Address:	Apt. #:		
City/State:	Zip Code:		
Telephone:	Soc. Sec. No.:		
Cell:	Email:		
List all previous addresses in the past twenty years:			
Do you know of any reason why you would not be able to perform the substantial and material elements of the job for which you are applying? Yes _____ No _____ If yes, please explain.			
Have you ever been employed here before? Yes _____ No _____ If yes, give dates			
Are you employed now? Yes _____ No _____ If yes, may we contact your present employer?			
On what date would you be available for work?			
No person shall be eligible for appointment who has been convicted of a felony or any other crime that may, in the view of the Civil Service Commission, comprise an abuse of the public trust. All applicants must pass a background and/or credit check to make this determination.			
Professional License or Certificate: Date _____ Title _____ # _____			
Issued by _____ Expiration Date _____			
NOTE: If you may ever have an occasion to drive city vehicles, an Ohio Department of Highway Safety—Request for Abstract of Driving Record will be requested from the Bureau of Motor Vehicles.			
Driver's License: Do you have a valid Driver's License? Yes _____ No _____ License # _____			
How many points do you have on your Driver's License at the time you filled out this application _____			
Do you have a valid Commercial Driver's License: Yes _____ No _____ License # _____ Class _____			
(A, B or C)			
Is your CDL restricted to vehicles without air brakes (#L)? Yes _____ No _____			

EMPLOYMENT EXPERIENCE

Start with your present job. Include military service assignments and volunteer activities. Exclude organization name which indicate race, color, religion, sex, national origin, disability, age or ancestry.

1.	Employer Name/Address:	Telephone: ()
	Supervisor:	Job Title & Duties
	Hourly <input type="checkbox"/> Salary <input type="checkbox"/> Starting Wage: Ending Wage:	
	Dates Employed: From: / / To: / /	
	Reason for leaving:	
2.	Employer Name/Address:	Telephone: ()
	Supervisor:	Job Title & Duties
	Hourly <input type="checkbox"/> Salary <input type="checkbox"/> Starting Wage: Ending Wage:	
	Dates Employed: From: / / To: / /	
	Reason for leaving:	
3.	Employer Name/Address:	Telephone: ()
	Supervisor:	Job Title & Duties
	Hourly <input type="checkbox"/> Salary <input type="checkbox"/> Starting Wage: Ending Wage:	
	Dates Employed: From: / / To: / /	
	Reason for leaving:	
4.	Employer Name/Address:	Telephone: ()
	Supervisor:	Job Title & Duties
	Hourly <input type="checkbox"/> Salary <input type="checkbox"/> Starting Wage: Ending Wage:	
	Dates Employed: From: / / To: / /	
	Reason for leaving:	
5.	Employer Name/Address:	Telephone: ()
	Supervisor:	Job Title & Duties
	Hourly <input type="checkbox"/> Salary <input type="checkbox"/> Starting Wage: Ending Wage:	
	Dates Employed: From: / / To: / /	
	Reason for leaving:	

EDUCATION

	Elementary	Circle one: High School Diploma or GED	College/University	Graduate/ Professional
School Name				
Years Completed	4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4
Diploma/Degree (Describe Course of Study)				
Describe Special Training, Apprenticeship, Skills & Extra Curricular Activities				
Honors Received:				

Special Skills and Qualifications (Acquired from employment or other experience): Also summarize computer skills and knowledge of various software.

State any additional information you feel may be helpful to us in considering your application (include professional, trade, business or civil activities and offices held). You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, handicap, or other protected status.

The minimum age for employment with the City of Oregon is 18 years of age. Can you meet this requirement? Yes No

If applying for the position of Police Officer or Fire Officer, the minimum age is 21 years. Can you meet this requirement? Yes No

Are you a Veteran: Yes No

(If yes, you must provide a copy of DD-214 to show proof of service. If you successfully pass the exam, and have shown proof of service, prior to taking the exam, you will be given 5 additional points. If you show proof of a service related disability prior to taking the exam and successfully pass the exam, you will receive an additional 5 points. A total of 10 points may be granted for both proof of service and disability.)

Do you need any special accommodations for taking this exam? Yes No
If yes, please explain.

REFERENCES

Give name, address, and telephone numbers of three references who have known the applicant for at least one year, and who are at least 21 years of age. Do not use the name of past employers, relatives or City of Oregon employees.

NAME	ADDRESS	TELEPHONE (Evening and Daytime)
1.		
2.		
3.		

Give name, address, and telephone numbers of three work related references.

NAME	ADDRESS	TELEPHONE (Evening and Daytime)
1.		
2.		
3		

SPECIAL ACCOMMODATIONS

Anyone who has a disability that needs special accommodations for testing must contact the Civil Service office no later than 72 hours prior to the test to see if arrangements can be made.

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision which may include conducting a Criminal Record Check. I understand that this application is not, and is not intended to be, a contract of employment. In the event of employment, I understand that false or misleading information or material omission given in this application or an interview to follow, may result in my discharge whenever it is discovered. I understand, also, that I am required to abide by all rules and regulations of the City of Oregon. I have read the qualifications and can meet the age requirements as set forth herein.

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration status? (Proof of citizenship or immigration status will be required upon employment.) Yes No If yes, please explain.

I understand a post-hire, pre-employment physical examination and a drug and alcohol screen will be required after appointment.

I understand a credit check may be required, the results of which may have an impact on my eligibility to be employed by the City of Oregon.

I understand a positive pre-hire drug screen will discharge me from further consideration for employment with the City of Oregon or cause me to be terminated as a city employee.

The City of Oregon established a drug-free workplace policy in accordance with the Drug-Free Workplace Act of 1988. I understand that all employees of the City of Oregon are required to sign this policy as a condition of employment.

I understand that I must sign a full release of information statement as a condition of my employment with the city for the purpose of verifying the information I have provided on this application.

Date: / /

Applicant's Signature:

THIS SECTION IS FOR OFFICE USE ONLY — DO NOT WRITE BELOW THIS LINE

Grade:	Standing:	ACCEPTED <input type="checkbox"/>	REJECTED <input type="checkbox"/>
--------	-----------	-----------------------------------	-----------------------------------

By: _____
Civil Service Commissioner

Date: / /

CITY OF OREGON, OHIO
AUTHORIZATION FOR RELEASE OF INFORMATION AGREEMENT

APPLICANT'S NAME: _____

ADDRESS: _____ **CITY:** _____ **STATE:** _____ **ZIP:** _____

PHONE NUMBERS: HOME: _____ **WORK:** _____ **CELL:** _____

SOCIAL SECURITY NO.: _____ **DATE OF BIRTH:** _____

TO WHOM IT MAY CONCERN: I am an applicant for the position of OEDF Executive Director with the City of Oregon, Ohio. The City of Oregon and its Police Division need to investigate my employment background and personal history to evaluate my qualifications for the position for which I applied. This information will allow the City of Oregon to appropriately and independently verify the information I provided on my job application. It is in the public's interest that all information concerning my personal and employment history be disclosed to the above department.

I hereby authorize any duly assigned representative of the City of Oregon bearing this release to obtain any information in your files pertaining to my employment records and I hereby direct you to release such information upon the request of the bearer. I do hereby authorize a review of and full disclosure of all records, or any part thereof, concerning myself, by and to any duly authorized agent of the City of Oregon, whether said records are of a public, private, or confidential nature. The intent of this authorization is to give my consent for a full and complete disclosure. I reiterate and emphasize that the intent of this authorization is to provide full and free access to the background and history of my personal life, for the specific purpose of a background investigation that may provide pertinent data for the City of Oregon Police to consider in determining my suitability for employment by the City of Oregon as OEDF Executive Director. It is my specific intent to provide access to my personnel information, however, personal or confidential it may appear to be.

I consent to your release of any and all public and private information concerning me, my work record, my background and reputation, my military service awards, educational records, my financial status, my criminal history record including any arrest records, any information contained in investigatory files, efficiency ratings, complaints or grievance filed by or against me, the records or recollections of attorneys at law, or other counsel, whether representing me or another person in any case, either criminal or civil in which I presently have, or have had an interest, attendance records, and any internal investigations and discipline, including any files deemed to be confidential, and/or sealed.

I hereby release you, your organization and all others from liability or damages that may result from furnishing the information requested, including any liability or damage pursuant to any state or federal laws. I hereby release you as the custodian of such records, including its officers, employees, or related personnel, both individually and collectively, for any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family or associates because of compliance with this authorization and request for the release of information, or any attempt to comply with it, I direct you to release such information upon request of a duly accredited representative of the City of Oregon regardless of any agreement I may have made with you previously, to the contrary. The City of Oregon may discontinue processing my application if I refuse to disclose the information requested.

For and in consideration of the City of Oregon acceptance and processing of my application for employment, I agree to hold The City of Oregon, its agents and employees harmless from any and all claims and liability associated with my application for employment or in any way connected with the decision whether or not to employ me with the City of Oregon. I understand that should information of a serious criminal nature surface as a result of this investigation, such information may be turned over to the appropriate authorities.

I understand my rights under Title 5, United States Code, Section 552a, the Privacy Act of 1974, with regard to access and disclosure of records, and I waive those rights with the understanding that the information furnished will be used by the City of Oregon in conjunction with employment procedures.

A photocopy or FAX-copy of this release form will be valid as an original thereof, even though the said photocopy or FAX-copy does not contain an original writing of my signature.

This waiver is valid for a period of 12 months from the date of my signature.

Should there be any questions as to the validity of this release, you may contact me at the address listed on this form.

I agree to indemnify and hold harmless the person to whom this request is presented and his/her agents and employees from and against all claims, damages, losses and expenses, including reasonable attorney fees, arising out of or by reason of complying with this request.

Date: _____

Signature: _____

MUST BE SIGNED IN THE PRESENCE OF A NOTARY
SWORN AND SUBSCRIBED BEFORE ME THIS

_____ DAY OF _____ 20_____

MY COMMISSION EXPIRES _____

NOTARY: _____



OEDF EXECUTIVE DIRECTOR JOB SUMMARY:

Plans, organizes, and directs activities to enhance economic development in the City of Oregon, Ohio. The Director is responsible for the development, recommendation and implementation of policies, programs and procedures that accomplish the goals and objectives to ensure the economic health and vitality of the area. The Executive Director reports to the Board and interfaces with the City of Oregon Administration, IT Division, Building & Zoning, and other city departments in the sharing of information to improve economic development opportunities for our region.

ESSENTIAL DUTIES:

- To act as the focal point for Economic Development for the City of Oregon.
- Provide strong leadership in developing and implementing the Economic Development strategies of Oregon Economic Development Foundation and its public/private parties.
- Develop and implement short- and long-term economic development strategies and public/private partnerships for development. Knowledge of business assistance programs for existing and prospective businesses is required. Economic Director recommends adjustments in programs, activities, policies and procedures to further economic development goals.
- Prepare the economic development budget; ensure financial accountability and appropriate record keeping and internal controls.
- Work with Executive Board members to retain and recruit new investors.
- Serve as a "broker" in recruiting and assisting businesses interested in locating to Oregon and identify suitable properties for their enterprises.
- Economic Director may be asked to meet with affected property owners in potential economic development areas to assess and coordinate development efforts.
- Develop, implement and participate in special business community events to promote business development and vitality.
- Build and strengthen effective relationships with the business community, advisory groups, and other governmental agencies.
- Research, analyze and report on economic and market trends.
- Engage and participate in local economic development groups i.e. Lucas County Office of Planning and Development, NORED, Regional Growth Partnership, JobsOhio, etc.
- Serve as initial project manager for all commercial and industrial projects in Oregon and serve as the conduit for local and state incentives.
- Maintain a strong relationship with local and statewide JobsOhio managers, directors, etc.





KNOWLEDGE, ABILITIES AND SKILLS:

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required:

- Considerable knowledge of modern principles and practices of economic development.
- Knowledge of structure and operation of municipal government principles, practices, procedures and legal requirements.
- Knowledge of real estate practices, management, organization, and legal practices pertaining to real property, right-of-way, acquisition, and relocation; survey laws, land transaction methods, title records and instruments.
- Knowledge of economic analysis techniques related to market, feasibility and impact studies.
- Ability to analyze and develop policies related to economic development.
- Knowledge of grant research and preparation is helpful.
- Knowledge of methods and techniques for business and community involvement. Ability to motivate others to gain support for new initiatives.
- Thorough understanding of the City's political environment and sensitivities; ability to function effectively within that environment.
- Knowledge of modern office practices, procedures, systems and equipment. Ability to operate computer equipment and programs to produce publishable reports and documents.
- Ability to interpret pertinent legal documents, laws, and regulations.
- Ability to cultivate and maintain cooperative and effective working relationships with elected officials, advisory bodies, the business community, department heads, employees, the media and the general public.
- Ability to accurately analyze problem situations and adopt an effective course of action.
- Ability to communicate effectively in written and oral form to a diverse audience, and to prepare and analyze technical and administrative reports, statements and correspondence. For example; submission of monthly activity reports.
- Ability to effectively represent the Foundation in situations which are potentially adversarial or stressful.

OFFICE DUTIES:

- Maintain day-to-day functions of office including but not limited to mailing and filing documents, keeping updated inventory of property tax bills, etc.
- Interact with OEDF Executive Board & Board Treasurer regarding meetings, initiatives, invoices, bills, bank deposits and mailings, etc.





EXECUTIVE & INVESTOR MEETINGS:

- Oversee program and meeting logistics that include set-up and clean-up, attendance lists, badges, sign-in sheets, etc.
- Transcribe minutes from executive and investor meetings plus all committee meetings and send out in timely fashion
- Communicate correspondence and meeting notices for OEDF membership meetings and events
- Perform all tasks associated with Trustee nominations

MARKETING:

- Will work directly with OEDF marketing committee on quarterly newsletters, Story mapping, website updates, community brochure, ads and all marketing collateral
- Communicate and maintain the efforts of the Retention and Expansion Program
- Coordinate listing of commercial building and site properties with local real estate companies for placement on Zoom prospector and OEDF website
- Responsible for updating Board of Trustee documents, letterhead, member lists, and spreadsheets for the organization on a monthly basis.

TECHNICAL SKILLS & QUALIFICATIONS:

- Proficient writing skills, organized, detail oriented, professional, good time management skills, work independently, strong computer skills in Google Map, Aries Lucas County, Social Media, Word, Excel & PowerPoint
- Must exhibit strong interpersonal and communication skills

SUPERVISORY RESPONSIBILITIES:

Executive Director may be required to supervise staff, which could include permanent part-time staff, volunteers or student interns in accordance with the applicable policies and laws. May assist in interviewing, hiring recommendations, and training, planning, and assigning work.

MINIMUM QUALIFICATIONS:

Bachelor's degree in economics, marketing, planning, public or business administration or related field, and or five years of increasingly responsible work experience in any combination of public or private business, real estate or economic development. Public relations and local government experience highly desirable.

