

DIRECTOR OF ECONOMIC DEVELOPMENT

FLSA: Exempt

GENERAL SUMMARY

This is a department head position responsible for the overall management of the City's Economic Development, with a concentration in redevelopment, as well as managing operations of the Planning and Building divisions. Working with considerable independence and judgment under the general supervision of the City Manager, the Director of Economic Development supervises a small work force of employees integrating economic resources, community resources, building code enforcement, and land use into a viable working program to improve the economic climate of the community.

PRINCIPAL DUTIES AND RESPONSIBILITIES

Economic Development

- ❑ Plans and directs programs and special projects to improve the economic base of the community and the creation of employment opportunities; researches and analyzes short term and long term needs for economic development
- ❑ Directs and participates in the search and development of new community revenue sources; applies for grants and loans for special projects; manages the budget and compliance requirements of grants and loans
- ❑ Researches and develops long term objectives, strategies and approaches to urban redevelopment and revitalization, business incentives and economic impacts
- ❑ Initiates and conducts special studies relating to community improvement in conjunction with consultants and relevant community, state, and federal agencies.
- ❑ Participates with community, state, and federal agencies to coordinate economic and community development programs and conducts meetings/workshops
- ❑ Analyzes proposed business incentives, and makes recommendations to the City Manager
- ❑ Directs and participates in short and long-range planning in coordination with the City Council and recommends goals for economic development
- ❑ Advises and works with City Council and top management to develop strategies and initiate projects for economic redevelopment in downtown and target neighborhoods
- ❑ Works closely with the Economic Development Corporation, Brownfield Redevelopment Authority, Commercial Loan Review Board and the Downtown and Depot Town Development Authorities and related staff.
- ❑ Promotes City initiatives by presenting to local, regional, and state organizations.
- ❑ Provides for the training, evaluation and discipline of subordinate employees
- ❑ Serves as the administrative advisor to various City boards and commissions
- ❑ Serves on relevant County or regional boards and commissions.
- ❑ Performs related work as required within the general knowledge, skills and abilities set forth

Planning and Zoning

- ❑ Supervises the Planner II; monitors daily operations and assists when necessary
- ❑ Compiles information to aid in the preparation of annual budget requests, and monitors the departmental budget throughout the fiscal year
- ❑ Directs and participates in short and long-range planning and recommends goals for a unified program of economic and community development
- ❑ Advises and works with top management to develop strategies and initiate projects for economic redevelopment in downtown and target neighborhoods

Building Enforcement

- ❑ Supervises the Building Manager; monitors daily operations and assists when necessary
- ❑ Compiles information to aid in the preparation of annual budget requests, and monitors the departmental budget throughout the fiscal year
- ❑ Provides communication and reports regarding building department issues to the City Manager and Council at request
- ❑ Participates in addressing vacant and dangerous buildings and neighborhood blight

KNOWLEDGE, SKILLS AND ABILITIES

A Bachelor's Degree from an accredited college or university, Master's Degree preferred, with a major in public administration, planning, business or related field and five years of related experience or any combination of experience and training in Michigan-based economic development to provide for the following knowledge, skills and abilities:

- ❑ Ability to communicate effectively verbally and in writing
- ❑ Ability to establish and maintain confidential working relationships
- ❑ Ability to establish and maintain effective working relationships with supervisors, coworkers, subordinates and the public
- ❑ Knowledge of the methods and principles of economic development; brownfield redevelopment funding methods and tax issues
- ❑ Knowledge of the body of Federal and State laws on community and economic development and related internal compliance data
- ❑ Knowledge of financial analysis, negotiations, project management and proposal or grant writing
- ❑ Knowledge of urban planning and redevelopment
- ❑ Ability to assemble multi-faceted programs and funds
- ❑ Ability to influence, persuade and negotiate with various individuals and organizations
- ❑ Ability to establish and maintain effective working relationships with supervisor, coworkers, subordinates and the public

PHYSICAL DEMANDS

The physical demands characterized here epitomize those that must be met by an employee to properly perform the integral functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

In order to properly perform the integral functions of this job, the employee is occasionally required to: stand or walk and stoop or kneel. Frequently, the employee is required to sit. It is crucial to the outcome of job tasks that the employee is able to: talk or hear; use hands to finger, handle, or feel; and reach with hands and arms extensively.

The employee in this classification will be required to frequently lift objects of up to 10 pounds in weight. Occasionally the employee will have to lift/move objects of up to 25 pounds in weight. Vision requirements for this position include close vision and the ability to adjust focus.

WORKING CONDITIONS

Works in a climate controlled office environment, with a moderate noise level. May be exposed to outside weather conditions when conducting site reviews.

AUTHORIZATIONS

Judi Smith, Human Resources Manager

Date

Ralph A. Lange, City Manager

Date