**ECONOMIC DEVELOPMENT DIRECTOR**

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| **DEPARTMENT: Administration** **FLSA CLASSIFICATION: Exempt** | **SALARY GRADE: 67** | **Date Created / Revised:** **11/13/2024** |

The City of Johnson City, Tennessee is seeking an **Economic Development Director** to join its Leadership Team. This position reports directly to Assistant City Manager.

*Johnson City is a place where individuals, families and businesses can grow and thrive. We must take advantage and capitalize on all of these assets to ensure we remain a destination for investment, tourism and population growth. As a result, and with input from citizens, businesses and strategic partners, we have created a roadmap for the future. We believe our city is poised for new growth and that we must lay the groundwork now for our children and grandchildren to enjoy this great city that we call home far into the future. – Extract from Letter from the City Commission – Strategic Plan 2020-2025*

This attractive, fast growing City seeks candidates who will succeed in an organization that strives for a culture of excellence with accountability, continuous improvement, and communication among its core values. Candidates who are forward-thinking, highly motivated, innovative, and results-oriented with strong ethical standards and integrity are encouraged to apply. The ideal candidate for this position must exhibit a demonstrable record of successfully improving living conditions for the City’s residents through customer service, a strong commitment to strategic growth, revitalization and support of the business environment, in-depth knowledge of the practices, principles and methods of economic development, and be able to lead and manage a team providing guidance, support and professional development opportunities while fostering a positive work environment.

All economic development efforts in this position will center on the City’s strategic four areas of focus:

* Economic Vitality
* Quality of Place
* Future Ready Infrastructure
* Excellence in City Government

**Essential Functions:**

* Perform highly responsible managerial and administrative work in the coordination, organization, and direction of City Economic Development programs and services.
* Implement targeted plans and programs that integrate multiple platforms to influence and build relationships with prospects, consultants, company decision makers, and media information sources.
* Proactively identify and address community business climate issues.
* Provide research, information, and/or technology support needed to execute approved plans and programs.
* Align efforts by working with local, regional, state, and federal economic development agencies and other groups to coordinate efforts for supporting current businesses and identify opportunities to develop new businesses in the City, while avoiding duplication of services.
* Collaborate with Communications and Marketing; Planning and Development Services to:
	+ Create and provide relevant information to existing and potential businesses while establishing and strengthening relationships with local businesses.
	+ Support current and future efforts of the City’s Planning and Development Services department.
	+ Provide information and outreach to existing businesses regarding the availability of assistance including project management assistance, support grant efforts and financing programs.
	+ Create and provide detailed and targeted responses to business leads.
	+ Utilize GIS (Geographic Information System) mapping and a variety of other resources related to developing, writing, producing, updating, and designing marketing and promotional materials for attracting new business as well as encouraging current business retention and attraction.
* Serve as a liaison to other governmental agencies, university entities, neighborhoods, and community/non-profit economic development groups.
* Foster innovation, critical thinking, and creativity in developing new approaches and solutions to meet the demands of a growing and vibrant City.
* Participate with departments and community partners in the growth and development plans of the City to ensure current/future availability of appropriate resources to meet growth demands and to ensure provision of optimum services.
* Establish and maintain effective working relationships with employees, municipal officials and the public.
* In alignment with the City’s strategic plan and priorities; prepare, implement, and
administer short term and long-range, strategic economic development planning.
* Conduct any additional duties as assigned.

**Acceptable Education and Experience:**

Bachelor’s degree in public administration, business administration, or related field with a minimum of seven years of progressively responsible Economic Development experience or equivalent education and experience as determined. IEDC certification preferred.

ADA REQUIREMENTS

Physical Requirements: Task involves some physical effort, i.e. some standing and walking, or frequent light lifting (5-10 pounds); or minimal dexterity in the use of fingers, limbs, or body in the operation of shop or office equipment. Task may involve extended periods of time at a keyboard.

Environmental Requirements: Task is regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Sensory Requirements: Task requires color perception and discrimination. Task requires sound perception and discrimination. Task requires depth perception and discrimination. Task requires visual perception and discrimination. Task requires oral communications ability.

Reasonable Accommodation(s): Reasonable accommodation(s) if needed will be provided for the employee to perform the required job with adequate strength, dexterity, coordination and visual acuity and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

EEO Statement:

The City of Johnson City provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation and training.

Statement of Affirmative Action:

It is the policy of the City of Johnson City to provide equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, genetic information or any other protected characteristic under applicable law. This policy relates to all phases of employment, including, but not limited to, recruiting, employment, placement, promotion, transfer, demotion, reduction of workforce and termination, rates of pay or other forms of compensation, selection for training, the use of all facilities, and participation in all company-sponsored employee activities. Provisions in applicable laws providing for bona fide occupational qualifications, business necessity or age limitations will be adhered to by the company where appropriate.

As part of the company’s equal employment opportunity policy, the City of Johnson City will also take affirmative action as called for by applicable laws and Executive Orders to ensure that minority group individuals, females, disabled veterans, recently separated veterans, other protected veterans, Armed Forces service medal veterans, and qualified disabled persons are introduced into our workforce and considered for promotional opportunities.

Employees and applicants shall not be subjected to harassment, intimidation or any type of retaliation because they have (1) filed a complaint; (2) assisted or participated in an investigation, compliance review, hearing or any other activity related to the administration of any federal, state or local law requiring equal employment opportunity; (3) opposed any act or practice made unlawful by any federal, state or local law requiring equal opportunity; or (4) exercised any other legal right protected by federal, state or local law requiring equal opportunity.

The above-mentioned policies shall be periodically brought to the attention of supervisors and shall be appropriately administered. It is the responsibility of each supervisor of the company to ensure affirmative implementation of these policies to avoid any discrimination in employment. All employees are expected to recognize these policies and cooperate with their implementation. Violation of these policies is a disciplinary offense.

The Affirmative Action Officer has been assigned to direct the establishment and monitor the implementation of personnel procedures to guide our affirmative action program throughout the City of Johnson City. A notice explaining the company’s policy will remain posted.

This job description has been approved by:

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Signature Title Date

Employee signature below indicates the employee's understanding of the requirements, essential functions and duties of the position.

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Print Name Signature Date

Copy to: Employee

 Human Resources