

ECONOMIC DEVELOPMENT DIRECTOR

DEFINITION

This employee is responsible for coordinating a broad range activities related to industrial and community development. The employee is under the general supervision of the mayor and city governing body. Instructions to the employee are somewhat general. In many cases, professional or contractual standards guide the employees work. However, the employee must many times use independent judgement and consider different courses of action in order to complete tasks.

EQUIPMENT/JOB LOCATION

The employee will operate a variety of modern office machinery such as a computer, typewriter, fax machine and copier. The employee typically works indoors in an office environment.

ESSENTIAL FUNCTIONS OF THE JOB

Recruits business and industry to the community.
Prepares, submits, and obtains grants and loans for community development related programs.
Serves as liaison between existing business or industry and other agencies.
Administers grant and loan programs. Ensures compliance with all applicable federal, state and local regulations.
Makes reports to the local governing body and state or federal agencies as required.
Researches availability of assistance or development programs and designs projects which meet program eligibility requirements.

ADDITIONAL EXAMPLES OF WORK PERFORMED

Prepares statements and makes a variety of reports for individuals or agencies involved in community development.
Makes annual budget recommendations for the department.
Provides a variety of support services to business and industry and other agencies or individuals involved in community development.
Performs other duties as required.

REQUIRED KNOWLEDGE AND ABILITIES

Knowledge of business financing and accounting principles.
Knowledge of city ordinances, state and federal laws related to community development and business or industrial development.
Knowledge of federal, state, and other development assistance programs.

Knowledge of bidding procedures, and contract writing.

Ability to conceptualize, design, and implement community development and business/industry recruitment programs.

Ability to establish and maintain effective working relationships with the public, business and industry, and other employees. Contact with the public is frequent.

QUALIFICATIONS

Graduation from an accredited college, preferably with course work in business/public administration or finance.

At least 3 to 5 years experience in community development and business or industrial development/recruitment.