

ECONOMIC DEVELOPMENT PROGRAM MANAGER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under executive management direction, plans, organizes, and manages elements of the City's economic development efforts, including developing and implementing programs and projects designed to expand the local economy by promoting business growth, retention, and attraction; promotes community vitality and expedites quality development/redevelopment in the City.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Participate in all economic development efforts and activities.
2. Participate in the development and implementation of economic development goals, objectives, and priorities; recommend and administer relevant policies and procedures.
3. Within City policy, monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend resource allocations accordingly.
4. Make presentations to the City Council, community, and business groups.
5. Develop, implement and administer economic development programs and activities; recommend budgetary adjustments as appropriate and prepare cost estimates for special projects.
6. Function as liaison to the Economic Development Commission, the Chamber of Commerce and other community and regional groups as directed by the Economic Development Director.
7. Coordinate the efforts of City departments and other groups relative to the City's economic development activities.
8. Participate in the negotiation of development agreements related to economic development activities.
9. Assist and work with staff to develop marketing plans.
10. Coordinate consultants and City staff in securing funding for economic development projects and activities.
11. Prepare and present staff reports and other necessary correspondence.
12. Create and manage Requests for Proposals (RFPs) and Requests for Qualifications (RFQs) activities which will include purchase order and invoice tracking in the City's financial system.

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ECONOMIC DEVELOPMENT PROGRAM MANAGER (CONTINUED)**

13. Represent the City, as directed, to elected officials, outside agencies and industry interests; coordinate assigned activities with City departments, outside agencies and organizations.
14. Participate on a variety of boards, commissions, and committees.
15. Attend and participate in professional group meetings; maintain awareness of new trends and developments in the fields of economic development; recommend actions to incorporate new strategies as appropriate.
16. Respond to and resolve citizen inquiries and complaints related to areas of responsibility.
17. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Commercial broker industry, strategic planning, and planning practices.
- Operations, services, and activities of a comprehensive economic development program.
- Principles and practices of economic development, and long-range planning.
- Principles and practices of program development and administration.
- Methods and techniques of public affairs and public relations.
- Principles and practices of municipal budget preparation and administration.
- Statistical and financial research methodology.
- Practices and techniques for the development and implementation of economic development, marketing, and communication techniques.
- Practices of private sector developers, lenders, and financial institutions as they relate to economic development projects and activities.
- Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

- Understand and participate in a comprehensive economic development program.
- Recommend and administer departmental goals, objectives, and procedures.
- Analyze and assess programs, policies, and operational needs and make appropriate recommendations for adjustments.
- Identify and respond to community and organizational issues, concerns, and needs.
- Plan, organize, and coordinate the work of assigned staff.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Participate in the preparation of designs and plans, field studies, inspection, contract documents and economic analyses.
- Participate in the negotiation and administration of a variety of agreements and contracts.
- Meet critical deadlines while working with frequent interruptions.
- Prepare clear and concise administrative and financial reports.
- Participate in the preparation and administration of budgets.
- Interpret and apply applicable federal, state, and local policies, laws, and regulations.
- Communicate clearly and concisely, both orally and in writing.

- Make effective public presentations.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in public administration, business administration, planning, economics, or a related field.

Experience:

Four years of increasingly responsible economic development experience.

License or Certificate:

Possession of, an appropriate, valid driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting with some travel to different sites; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings, seminars and conferences.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

FLSA: Exempt

Created: April 2014, March 2022

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short-term basis in order to provide job enrichment opportunities or to address emergency situations.