

DEPARTMENT: COMMUNITY AND ECONOMIC DEVELOPMENT
POSITION: COMMUNITY AND ECONOMIC DEVELOPMENT DIRECTOR

SUMMARY

The Community Economic Development Director will implement programs that facilitate economic growth and development in the City. The incumbent will perform highly responsible and complex professional work related to the administration of all aspects of the City's Economic Development Program pertaining to Industrial & Commercial businesses and Community and Housing Services.

RESPONSIBILITIES

- Directs and oversees City's comprehensive economic development process.
- Promotes the availability of site and building to prospective businesses and maintains contact with land owners, brokers and developers regarding property suitable for development towards maintenance of the city's efforts to retain and expand current business and attract new business.
- Coordinate business retention and expansion of current businesses and attraction of new businesses.
- Coordinates City-wide Economic Development Sales Tax Program.
- Serves as primary City liaison with Federal, State and County Housing and Economic Development Agencies.
- Serves as technical advisor to the Planning and Zoning Boards and Commissions, as necessary.
- Develop and maintain a comprehensive database of local businesses.
- Prepares and administers grant proposals, applications, contracts and other necessary documents required in performance of stated duties.
- Directs the maintenance of accurate information on physical, demographic, and socioeconomic data; administers implementation of the Geographic Information system; stores and retrieves data; provides data and reports to other departments and the public.
- Responds and resolves public concerns.

- Leads the planning and implementation of housing loan programs and other housing assistance efforts.
- Conducts special projects and studies and perform other duties as assigned.

QUALIFICATIONS

Master's Degree in Public Administration, Urban Planning, Business Administration, Real Estate Development or related field. Five (5) years of experience performing business, economic, housing, industrial planning and development is preferred. Any combination of education, training and experience that provides the required knowledge, skills and abilities will be considered.