



**CITY OF ST. CLOUD**  
invites applications for the position of:

## **Economic Development and Special Projects Manager**

**SALARY:** \$63,011.52 - \$96,808.61 Annually

**OPENING DATE:** 12/14/17

**CLOSING DATE:** Continuous

### **DESCRIPTION:**

This individual will serve as a senior supervisory professional and technical person involving all phases of economic development, planning, marketing, and research activities directed toward growing existing businesses, creating new employment opportunities, broadening the industrial, retail and commercial base, and implementing the Community Redevelopment Area program. Responsibilities will include managing key economic development projects and programs, developing and maintaining key economic development relationships and participating in marketing, research and strategic planning and coordination on comprehensive rewrites of sections of the City's Comprehensive Plan and Land Development Code to meet economic development goals. This will include being the liaison between the City and The Chamber of Commerce, Main Street Organization, and the Business Community. The individual in this position receives general supervision and policy direction from the Planning and Zoning.

### **MAJOR DUTIES:**

Report directly to the Planning and Zoning Director.

Supervise subordinates responsible for the daily operation of the Community Redevelopment Agency (CRA).

Collect and analyze economic, demographic, land use, and other data for the purpose of conducting economic development activities.

Manage key economic development projects and programs to develop, implement and support broadening of the industrial, commercial, and retail base of the City.

Determine and accomplish major work elements or project tasks necessary to accomplish goals and objectives included in the Community Redevelopment and Revitalization plans and other programs/plans established by the City.

Assist existing businesses in preparation of marketing and revitalization plans. Recommend policies, plans, standard operating procedures, requirements, and instructions to the Director that result in achievement of a successful economic development program.

Guide implementation of the Community Redevelopment Master Plan.

Prepare and submit all required reports regarding issues, projects, and activities related to economic development including reports required to be filed on behalf of the CRA and the Economic Development Advisory Committee (EDAC).

Serve as staff Liaison to the Chamber of Commerce, local business groups, Main Street, CRA, and

EDAC: Coordinate administration of CRA activities and budget; seek, secure and administer grants and other sources for project funding as is directed by the Planning and Zoning Director.

Determine and accomplish major work elements or project tasks necessary to accomplish goals and objectives included in Community Redevelopment and Revitalization plans and other programs established by the CRA.

Research economic, social and physical factors affecting growth in the CRA district and maintain market and related information on the CRA.

Develop and implement strategies for expanding the local economy and tax base of the City.

Coordinate on the design and implementation of programs and strategies for traffic, parking, streetscape, and other improvements to enhance the marketability and economic viability of the CRA.

Participate in preparation of the comprehensive plan elements and land development regulations to enhance economic development of the City for review by the Planning and Zoning Director.

Maintain effective working relationships with existing property and business owners in the CRA. Coordinate interaction and assistance with City departments, and other government agencies.

Attend and participate in conferences, meetings, seminars, and workshops set by the Planning and Zoning Director, City Manager, Assistant City Manager, City Council, city advisory boards and committees; participate in select groups and organizations outside City government that impact City work, including those with intergovernmental regulatory or financial aid impacts.

Plan and administer an effective public relations program to promote revitalization plans, activities, and programs of the CRA and Main Street.

Responsible for answering questions posed by staff, development community, and general public. Perform other duties as necessary.

### **MINIMUM REQUIREMENTS:**

Completion of a Bachelor's degree (Masters preferred) in Economic Development, Economics, Business Administration, Planning, or related field **or** any equivalent combination of training and experience. Bachelors Degree – Minimum of seven (7) years of progressively responsible economic development experience. A master's degree in economic development will count as two years toward the minimum experience. At least three (3) years to include supervisory experience.

Master Degree – Minimum of five (5) years of progressively responsible economic development experience. At least two (2) years to include supervisory experience.

A degree in a closely related field combined with training and experience related to economic development may be determined to meet minimum requirements, at the discretion of the City, when warranted. A continuing program of training and skill development shall be documented in these cases.

Preference will be given to individuals that have Certified Economic Developer (CECd) credentials.

Maintenance of a current, valid, State of Florida Driver License that meets requirements outlined in the City's Personnel Rules and Regulations Manual as well as any requirements by the City's insurance carrier (at no additional cost, or risk), and determined by the City to be an acceptable driving record history.

### **KNOWLEDGE/SKILLS/ABILITIES:**

#### **Physical Requirements:**

The physical demands described here 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 functions. While performing the duties of

this Job, the employee is regularly required to communicate. The employee is frequently required to remain stationary and use hands to finger, handle, or feel. The employee is occasionally required to remain stationary and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Mathematics:**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**Language Ability:**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**Reasoning:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

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APPLICATIONS MAY BE FILED ONLINE AT:

[www.stcloud.org](http://www.stcloud.org)

1300 9th Street  
St. Cloud, FL 34769  
407-957-7223

[humanresources@stcloud.org](mailto:humanresources@stcloud.org)

Position #01049  
ECONOMIC DEVELOPMENT AND SPECIAL PROJECTS MANAGER  
TL

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### Economic Development and Special Projects Manager Supplemental Questionnaire

- \* 1. Which best describes your level of education?
  - No High School Equivalency
  - High School Diploma or Equivalency
  - Associate's Degree
  - Bachelor's Degree
  - Master's Degree
- \* 2. Do you have a valid Florida Driver's License?
  - Yes    No
- \* 3. Do you have at least five (5) years of progressively responsible economic development experience?
  - Yes    No
- \* 4. If you answered "Yes" to the above question, select the years of experience you have.
  - N/A
  - 5-6 years
  - 7-8 years
  - 9-10 years
  - 11 + years

\* Required Question