



CITY OF DELRAY BEACH
invites applications for the position of:
Economic Development Director
City Manager

An Equal Opportunity Employer

SALARY

Hourly
\$32.26 - \$51.62

Annually
\$67,100.80 - \$107,369.60

OPENING DATE: 10/08/20

CLOSING DATE: Continuous

JOB DESCRIPTION:

Veterans' Preference Applies

Pay can be commensurate with qualifications and experience

EEO Statement

The City of Delray Beach does not discriminate on the basis of race, color, national origin, sex, religion, age or disability, marital status, family status or sexual orientation in employment or the provision of services

Non-Smoking

The City of Delray Beach is a **Non-Tobacco Workplace**. The City will not consider applicants who have used tobacco or nicotine products for a period of at least three months prior to application for employment. The definition of "tobacco or nicotine products" includes but is not limited to, cigarettes, cigars, chewing tobacco, pipes, snuff, e-cigarettes and nicotine patches or gum.

Under general direction of the Delray Beach CRA Executive Director with specific direction of the City Manager, the Economic Development Director plans and implements business and economic development programs and strategies for the City and the Community Redevelopment Agency, with particular emphasis on the downtown and other business corridors within the City. Duties Include establishing and implementing business attraction and retention strategies, incentive programs, marketing, and workforce development. Work is performed at a highly professional level with a high degree of independence and initiative.

ESSENTIAL JOB DUTIES:

The following duties are normal for this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

General:

- Work with the Community Redevelopment Agency, the Chamber President, the Chamber's Economic Development Committee, City government and elected officials; and all appropriate County agencies to formulate, recommend and carry out policies relative to business development, retention and enhancement strategies and programs in the CRA district and identified business districts within the City.
- Coordinate with other agencies and organizations such as the Business Development Board, Workforce Alliance, etc. on regional economic development activities as well as working with other appropriate government agencies, bankers, real estate and commercial brokers acting as a liaison to facilitate productive interactions with the City of Delray Beach.

- Prepare reports and make appropriate monthly and annual status presentations to CRA, Chamber, City and others as necessary.
- Compile databases and relevant planning and economic information regarding housing, retail, industrial, and office development activity;
- Direct the implementation of the Economic Development Programs outlined in the CRA Plan.

Business Recruiting, Retention and Expansion:

- Meet, confer and provide detailed information to new businesses contemplating a relocation or expansion into Delray Beach
- Assist private developers and business owners with site planning, zoning, platting, variances, incentives and other regulatory issues associated with redevelopment and economic development;
- Represent the City with outside agencies or private developers and other interested parties.
- Meet, confer and provide detailed information to new businesses contemplating a relocation or expansion into Delray Beach.

Entrepreneurial and Small Business Development:

- Develop strategies to attract entrepreneurs and promote the development of innovation oriented companies in Delray Beach
- Identify potential resources for the development of Innovation Businesses
- Participate with other public and private entities on the creation of business incubation programs
- Promote Public-Private partnerships to provide support and resources to start-ups

Economic Development Marketing and Attraction:

- Provide supervision and support to the Economic Development Manager in order to fulfill the CRA's Economic Development Programs within the CRA Plan, including developing strategies, identifying the community competitive advantages, targeting industries, identifying prospects, and using marketing tools.
- Assist in the marketing and negotiations for development of CRA-owned properties
- Serve as a resource for the public, including the development community, businesses, property owners, community organizations and make public presentations to help educate local residents, the business community, and City of Delray Beach staff about the benefits of a planned economic development effort.
- Respond to inquiries regarding economic data, trends and resources such as industrial and commercial development opportunities.
- Assist in the writing of new zoning regulations as conditions change in the development environment;
- Prepare developer and tenant real estate packages, including Requests for Proposals that provide site information, demographics, photographs, surveys, environmental information, and more to use in attracting tenants and developers;

Economic Development Finance:

- Review and process applications for the various CRA Economic Incentive Programs
- Write, justify and budget for annual requests for CRA and City funding for economic development to include private sector fund raising through the Chamber of Commerce to support Delray's economic development marketing plans and overall economic development efforts.
- Review financial data submitted in relation to development proposals utilizing CRA properties.
- Perform other related duties as assigned.
- Perform all functions and responsibilities according to the, Palm Beach County Code of Ethics and Florida State Statutes 112.313.
- Fosters positive employee relations and employee morale on a City-wide basis.

MINIMUM QUALIFICATIONS:

- **Bachelor's degree in business or public administration, economics, marketing, urban planning, finance or related field.**
- **Master's Degree desirable.**
- **IEDC Certified Economic Developer Designation desirable.**
- **Minimum of five (5) years experience in economic development, community development or redevelopment activities in the public or private sector, or any equivalent combination of training and experience that would provide the following knowledge, skills, and abilities: knowledge of effective principles, practices, methods, and techniques of municipal economic development.**

Knowledge of business concerns, needs, practices, and markets and relocation needs and initiatives. Knowledge of the techniques and principals of public relations, external community image building, and marketing. Knowledge of the City's long-range plans and needs for improvement of the economic base. Thorough knowledge of private sector financing and incentive strategies. Excellent communication skills - ability to prepare and present professional oral and written reports and recommendations following necessary research and investigation. Ability to establish and maintain effective working relationships with City and other governmental officials and private sector executives and business representatives. Ability to operate standard office equipment including a personal computer using program applications appropriate to assigned duties. Ability to manage and prioritize routine, specialized and complex assignments and problems. Ability to communicate effectively and tactfully in oral and written form. Ability to make presentations to various audiences. Ability to adapt to an evolving and continually improving environment. Requires demonstrated ability to utilize personal computer and office software such as MS Word, MS Excel and electronic mail. Ability to access, input and retrieve information from a computer.

The abilities expected of all employees include being able to respond to supervision, guidance and direction of superiors in a positive, receptive manner and in accordance with stated policies, be appropriately groomed and attired so as to present a professional image in accordance with the organization's mission, goals, and policies; report for work promptly and properly prepared at the time and place required by the assignment or orders; notify the appropriate supervisor of intended absences in accordance with stated rules; conform with standards and rules regarding use of accrued time; demonstrate a polite, helpful and courteous manner when engaged in any activity with the public; operate and care for equipment to manufacturer's specifications and/or within the specified parameters; demonstrate an understanding, consideration, and respect of cultural, religious, and gender differences when interacting with the public and colleagues.

A comparable combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position, may be substituted for the minimum qualifications.

SUPPLEMENTAL INFORMATION:**Physical Demands/Work Environment:**

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. The work environment characteristics described 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.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel, or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to walk. The employee may

occasionally lift and/or move up to 25 lbs. Specific vision abilities required by this job include close vision and the ability to adjust focus. Works inside and outside and works closely with others.

SELECTION GUIDELINES: Formal application, rating of education and experience; oral interview and reference check; job related tests might be required. The job description does not constitute an employment agreement with the employer, and requirements of the job change.

APPLICATIONS MAY BE OBTAINED AND
FILED ONLINE AT:

<https://www.delraybeachfl.gov/home>

100 NW 1st Avenue
Delray Beach, FL 33444
561-243-7125

HumanResources@MyDelrayBeach.com

Job #01583
ECONOMIC DEVELOPMENT DIRECTOR
AF

An Equal Opportunity Employer

Economic Development Director Supplemental Questionnaire

- * 1. The City will not consider applicants who have used tobacco products for a period of at least three months prior to application for employment. The definition of "tobacco products" shall include, but is not limited to, cigarettes, e-cigarettes, cigars, chewing tobacco, pipes and snuff. Have you used any tobacco products for a period of at least three months prior to your application for employment?
 - Yes
 - No
- * 2. Please indicate your highest level of education in Business, or Public Administration, Economics, Marketing, Urban Planning or Finance or a related field: You must attach a copy of your diploma, certificate or transcripts in order to be considered otherwise your application will be rejected
 - Some High School
 - High School Diploma or G.E.D
 - Associate's Degree
 - Bachelor's Degree
 - Master's Degree or above
 - Masters Public Administration
- * 3. Please indicate if you possess a degree in the following majors:
 - Business or Public Administration
 - Economics or Finance
 - Marketing
 - Urban Planning
 - Other
- * 4. If you indicated " Other" for question #3 please indicate your major below: Indicate N/A if not applicable
- * 5. How many years of verifiable experience in economic development, community development or redevelopment activities in the public or private sector do you have?
 - No experience
 - Less than a year
 - One to two years
 - Three to four years
 - Five to six years
 - Seven to eight years
 - Nine years or more
- * 6. Do you have verifiable experience in implementing long range plans for improving a City's economic base?
 - Yes
 - No
- * 7. Please describe your verifiable experience (ex. company name, dates, essential duties) in implementing long range plans for improving a City's economic base Indicate N/A if no

experience

- * 8. Do you have verifiable experience in: Please check all that apply
- Assisting private developers and business owners with site planning, zoning, platting, variances, incentives and other regulatory issues associated with redevelopment and economic development;
 - Developing strategies to attract entrepreneurs and promote the development of innovation-oriented companies
 - Preparing developer and tenant real estate packages, including Requests for Proposals that provide site information, demographics, photographs, surveys, environmental information, and more to use in attracting tenants and developers;
 - Reviewing and processing applications for the various CRA Economic Incentive Programs
 - Reviewing financial data submitted in relation to development proposals utilizing CRA properties
 - None of the above
- * 9. Are you claiming Veteran's preference? If so, you must scan and attach a copy of your DD-214 to this application. Otherwise your claim will not be considered. Please note that only DD-214 with HONORABLE discharge qualify to claim veteran's preference.
- Yes
 - No
- * Required Question