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| **CLASSIFICATION TITLE:**  |  **ECONOMIC DEVELOPMENT DIRECTOR** |
| **EEO CATEGORY:**  | OFFICIALS AND ADMINISTRATORS |
| **FLSA STATUS:** | EXEMPT |
| **EMERGENCY STATUS\*:**  | REQUIRED TO REPORT |

\* If REQUIRED TO REPORT: Must report to work for duty outside normally scheduled work hours in response to natural disasters, emergencies or critical incidents as determined by City Manager.

**WORK OBJECTIVE**

Under the general direction of the City Manager, this executive management position plans,

organizes, and implements the City’s overall economic development program as it relates to encouraging and promoting business development, retention, rehabilitation and job growth. This position is responsible for developing and evaluating economic data, reports and studies on the financial impact of various economic, social, and political changes. A successful Economic Development Director is a self-motivated, innovative leader with excellent communication and presentation skills who is willing to occupy a highly visible position in the community and work closely with business and developmental interests.

**ESSENTIAL FUNCTIONS**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such duties are a logical assignment to the position.

* Plans, organizes and implements departmental goals and coordinates and integrates all activities toward achievement of established goals and objectives; develops and implements departmental policies and procedures.
* Manages economic development marketing and advertising programs; organizes external marketing missions; coordinates City promotions and publications.
* Directs, supervises and evaluates management staff; administers employee training, evaluations, disciplinary and grievance resolution policies and procedures.
* Serves as liaison with public, private organizations for business attraction, creation, expansion and retention activities; and acts as liaison between city administration, community and various civic organizations.
* Directs the management of the Community Redevelopment Agency including grant applications, infrastructure projects, monthly meetings and reports and annual reports.
* Administers the preparation and negotiations of economic development incentive proposals to business prospects and County organizations.
* Researches, creates and reviews City ordinances as they relate to economic development.
* Serves as liaison with public, private and non-profit organizations for business attraction, creation, expansion and retention activities.

**ADDITIONAL POSITION FUNCTIONS**

Performs related duties as directed when such duties are a logical and appropriate assignment to the position.

**MINIMUM QUALIFICATIONS**

Bachelor's Degree in Economics, Urban Planning, Public or Business Administration or related field; supplemented by seven (7) years progressively responsible experience in the field, the majority of which shall be acquired in a management capacity with budgetary, policy, and procedural administration responsibilities and accountability; or an equivalent combination of education, training, and experience.

Preferred Qualifications:

* Certified Economic Developer Designation (CEcD)
* Master’s Degree in Economics, Public Administration, Planning, or a closely related field.

Employee shall obtain the National Incident Management System ICS-100 Introduction to the Incident Command System and IS-700 National Incident Management System, An Introduction within six (6) months of employment. The following courses are designed to provide a baseline, as they introduce basic NIMS and ICS concepts and provide the foundation for higher-level Emergency Operations Center (EOC), MACS, and ICS related training.

**KNOWLEDGE, SKILLS & ABILITIES**

* Ability to establish and maintain a professional and effective working relationship with local business leaders, business association officials, federal, state, local and regional economic development officials, City staff, City Commission, Boards and the general public.
* Knowledge of the best practices in economic development
* Understanding of government policies and their effect on the business community
* Understand effective planning principles and be skilled in marketing and promotion techniques.
* Ability to understand, follow and direct written and oral instructions.
* Knowledge of all pertinent federal, state and local rules, regulations, ordinances, and other regulatory standards applicable to the work.
* Thorough knowledge of modern administrative principles, practices and procedures of all phases of economic development and their application to community needs.
* Thorough knowledge of the development of business activities; ability to present and promote such programs to the public through various means of marketing and promotional activities.
* Thorough knowledge of ordinances policies and procedures as it relates to the position; ability to develop such as promoting City economic growth.
* Knowledge of principles and practices of budget development and administration, and the challenges associated with administering multiple budget resource areas.
* Ability to exercises sound judgment and discretion in decision making and all phases of position responsibilities.
* Ability to effectively plan, direct and supervise a staff comprised of entry and journey level professionals and management engaged in carrying out departmental functions.
* Ability to read, update and maintain various records and files.
* Ability to access, operate and maintain various software applications.
* Ability to operate basic office equipment, e.g., computer terminals, printers, copy machines, telephone systems, and facsimile machines.

**PHYSICAL REQUIREMENTS**

* While performing the essential functions of this job the employee is regularly required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and lift and/or move up to 25 pounds.
* While performing the essential functions of this position the employee is rarely exposed to disagreeable environmental factors.

The City of Sanford is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Sanford provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.**

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Name (print) Supervisor’s Name (print)

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Employee Signature Supervisor’s Signature

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Date Date

Original:

Revised:

Approved HR Director: (Date)

Approved City Manager: (Date)