



CITY OF NORTH MIAMI BEACH
invites applications for the position of:

Economic Development Director

SALARY: \$53.56 - \$61.20 Hourly
\$2,142.21 - \$2,448.19 Weekly
\$111,395.00 - \$127,306.00 Annually

OPENING DATE: 10/23/20

CLOSING DATE: 11/20/20 11:59 PM

DESCRIPTION:

Under executive direction, employee in this senior management job classification is responsible for providing leadership in the preparation and implementation of innovative economic development plans and programs related to business attraction, retention and stimulating economic growth for the City. Daily activities include planning, organizing, directing and executing the City's economic development and CRA redevelopment programs. This is highly professional, hands-on and visible work requiring collaboration with the city's community development areas, public, businesses, prospective businesses, residents and other stakeholders. Work includes proactively identifying quality business prospects and establishing and executing activities to attract those businesses to the City. Work includes developing and maintaining positive working relationships with existing businesses to encourage business retention and expansion projects, in addition to appropriate commercial real estate development and redevelopment support. Incumbent is responsible for oversight and administration of the CRA and implementation of the CRA plans and initiatives.

First review of applications will take place on November 6, 2020.

EXAMPLES OF DUTIES:

(The duties listed below are the normal duties and responsibilities of this position. The omission of specific statements related to the duties and responsibilities of this position does not exclude them if the work is similar, related or reasonable within the scope of the position.)

- Coordinates with the City Manager's Office, Administration, and all appropriate City Departments as well as public, private and non-profit agencies and groups to identify economic goals and strategies.
- Directs and oversees a comprehensive interdisciplinary economic development program for the City which includes business recruitment, business retention, new business start-up, retail development, and right-sized real estate investment to strengthen the commercial tax base while promoting and encouraging programs that enhance the City's sense-of-place and quality of life.
- Oversee the administration and operations of the CRA, including development and implementation of the Redevelopment Plan, Strategic Action Plan, the Annual audit, annual Report, Budget, compliance with FSS Chapter 163 Part III, and CRA Board activities.
- Identifies and directs public/private joint ventures (P3) that are consistent with community objectives, including RFP solicitations, new initiatives, and revitalization efforts.
- Prospects for and builds relationships with successful businesses; promotes the City as a place for business expansion/relocation plans; and provides details on the characteristics of specific spaces.
- Identifies impediments and develops solutions to facilitate the permitting and regulatory process and expedite commercial redevelopment by assisting commercial and business developers and property owners.
- Conducts research and other analytics through ESRI, CoStar or other databases to provide relevant and innovative recommendations on economic development opportunities and projects.
- Ensures the annual, accurate updating of relevant market-related, demographic site selection information.

- Establishes and implements an up-to-date public information/data program on commercial development trends, property availability and rental rates.
- Proposes, analyzes, recommends and acts upon Federal, State and Local regulations and ordinances which will affect or enhance economic development projects.
- Acts as liaison between local organizations, businesses and individual and representatives of government, business and industry concerning economic development.
- Prepares and reviews City Commission agenda items, contracts, RFPs and other legal and administrative documents to implement economic development projects.
- Works with the marketing personnel to plan the design and development of brochures, directories and advertisements, production of a periodic industrial and economic development information, development of specialized sales packages for potential industrial clients, and audio-visual presentations to business and industrial prospects.
- Studies and prepares reports on long-range trends and development in local commerce and industry and analyzes factors underlying such trends.
- Prepares annual operating budget and other financial documents related to operations of the department.
- Direct and oversee employees; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.
- Performs other duties as assigned.

TYPICAL QUALIFICATIONS:

Bachelor's Degree in economics, public administration, business administration, economic or business development, planning, or related field. Seven (7) years of managerial experience in economic and business development efforts, and/or business/industry attraction, retention and expansion programs, or an equivalent combination of training and experience that provides the required knowledge, skills and abilities. Minimum of 3 years public sector management experience required in the field of community development, urban planning and redevelopment, real estate development, real estate finance, economic development. Possession of, or ability to obtain, an appropriate valid Florida driver's license. Candidate must have outstanding interpersonal, written and verbal communication skills.

SUPPLEMENTAL INFORMATION:

- Knowledge of the principles and practices of local economic development, marketing, real estate, and public administration.
- Working knowledge of FSS Chapter 613 Part III and general redevelopment principles and activity.
- Considerable knowledge of Federal, State and Public/Private funding sources to promote and fund economic development goals and efforts.
- Knowledge of the public media, social media, visual and printed communication mediums and techniques as they apply to a comprehensive economic development program.
- Ability to effectively present and promote the benefits of conducting business in the City of North Miami Beach.
- Must have a strong character of ethics and integrity, and the ability to respect confidentiality in the decision-making process.
- Must have strong oral and written communication skills, including public speaking experience, and highly developed interpersonal interaction skills.
- Must have excellent networking and coalition-building skills, including the ability to motivate, negotiate and persuade stakeholders into a course of action.
- Extensive knowledge of the needs and practices of businesses and industries relevant to the City of North Miami Beach with regard to sites, space, equipment, market, transportation, water, energy and labor supply.
- Thorough knowledge of business practices and procedures and the processes and problems confronting the type of commerce already located and those that could locate in the City.
- Ability to study and analyze technical and statistical information and to present it in an intelligent and interesting form.
- Ability to promote the advantages of the City in relation to the expansion of the present business and industry and the relocation of outside businesses to the City.
- Ability to establish and maintain effective working relationships with associates, supervisors, subordinates, industrial officers, local groups, governmental officials and the general public.
- Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through personal contact, the use of the telephone and/or other City-issued technology devices. 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 under desks and around furniture; to lift, carry, push, and/or pull moderate to heavy amounts of weight up to 20 lbs.; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.governmentjobs.com/careers/citynmb>

Position #00046
ECONOMIC DEVELOPMENT DIRECTOR
JN

17011 NE 19th Avenue
North Miami Beach, FL 33162
305-948-2918
