Economic Development Director
Economic Development

JOB SUMMARY

This position is responsible for overseeing & developing economic development operations

MAJOR DUTIES

- Manages all operations of the Economic Development efforts for Hiawassee.
- Provides assistance in the development of short- and long-term economic and community development plans and goals; researches and prepares related studies, reports and recommendations.
- Provides professional economic development advice, assists in the application and permitting process, and serves as an advocate for economic development in alignment with the comprehensive plan, zoning ordinances as applicable, and city goals.
- Establishes and maintains relationships with the Chamber of Commerce to identify areas of concern in the promotion of business location and expansion efforts.
- Serves as liaison to various local, state and federal agencies, coordinates projects with agencies as appropriate.
- Prepares grant proposals and applications, contracts, and other necessary documents; administers grant funds and manages contracts.
- Assists with the negotiation and management of professional service contracts, property sales or acquisition, and economic development-oriented negotiations.
- Partners with city to formulate and implement marketing and business attraction strategies.
- Monitors legislation and regulations relating to economic development and reports findings to the appropriate parties.
- Prepares a variety of reports, surveys and presentations for various boards and agencies, and for the general public.
- Prepares and administers the division budget.
- Develops, updates and implements annual work plans, vision statements, policies and procedures.
- Performs other related duties as assigned by the mayor.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of economic development principles and practices.
- Knowledge of business development principles.
- Knowledge of municipal zoning and infrastructure, and planning programs and processes.
- Knowledge of city ordinances, policies, and procedures.
- Knowledge of modern management principles and practices.
- Knowledge of budgeting and financial reporting systems.
- Skill in prioritizing and organizing work.
- Skill in the use of computers and job-related software programs.
- Skill in oral and written communication.

GUIDELINES

Guidelines include city ordinances, city budgeting procedures, grant guidelines, and The Employee Handbook. These guidelines require judgment, selection, and interpretation in application. This position develops department guidelines. Grant entity guidelines, i.e. ARC, CDBG Grants, etc.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied management and supervisory duties. Coordinating activities with a variety of stakeholders contributes to the complexity of the position.
- The purpose of this position is to direct the city's economic development activities. Successful performance contributes to positive growth and development

CONTACTS

- Contacts are typically with co-workers, business owners, representatives of various community groups, bankers, representatives of other local, developers (Local and National), state and federal economic development agencies, and members of the general public.
- Contacts are typically to give or exchange information, motivate personnel, resolve problems, provide services, and negotiate or justify matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table.
- The work is typically performed in an office but occasionally exposes the employee to be outdoors.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a bachelor's degree in public administration/urban planning or a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years experience or service.