

ORGANIZATION:	City of Canby	DATE:	October 2010
DEPARTMENT:	Economic Development	UNION:	Non-Represented
TITLE:	Economic Development Director	FLSA STATUS:	Exempt

PURPOSE OF POSITION: Work with the Urban Renewal Agency, advisory committees and boards, interest groups, property owners, developers, and City staff to focus on promoting new investments in the downtown area and other development areas of interest. Develop strategies to attract, retain and expand business to urban renewal project areas. Develop and market programs to promote investment in new commercial and industrial developments; conduct studies to assist in enhancing existing commercial and industrial uses, and work closely with existing businesses, property owners and commercial real estate professionals to recruit new tenants. Coordinate public and private development proposals with City staff. This is a management position with authority and discretion to make independent decisions to carry out the policies and goals of the Urban Renewal Agency.

ESSENTIAL JOB FUNCTIONS:

Supervise assigned personnel including training, assigning and reviewing work, evaluating performance, initiating performance and/or discipline actions, and effectively recommending other personnel actions, such as hiring and termination.

Evaluate training needs; organize training programs/schedules and ensure accomplishment. Identify equipment needs and research and recommend purchase.

Develop and recommend approval of program work plans, services, policies, procedures and reports. Evaluate program effectiveness and recommend actions for improvement as necessary.

Conduct comprehensive analyses, technical investigations and research on issues which could impact downtown redevelopment and other development areas of interest.

Research, develop and recommend new programs, projects or program improvements to enhance the attractiveness of downtown and the community as a business location.

Monitor, coordinate and provide assistance to business and property owners and business organizations involved in downtown redevelopment and other development areas of interest.

Develop work plans, timelines and resource allocations for assigned projects.

Manage and direct consultants and authorize payment for economic development projects.

Develop, prepare and present reports/documents, including plans and codes.

Represent economic development program and/or the City to the public and other organizations or entities. Provide positive public relations and customer service. Coordinate with City departments, other agencies, businesses and customers.

Research funding opportunities and assist as needed to prepare grant proposals.

Manage and perform other projects, functions, and tasks, as assigned.

Maintain cooperative working relationships with City staff, other organizations and the general public.

Follow all safety rules and procedures for work areas.

AUXILIARY JOB FUNCTIONS: Provide assistance to other staff as workload and staffing levels dictate. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.

JOB QUALIFICATION REQUIREMENTS:

MANDATORY REQUIREMENTS: Working knowledge of the principles, methods and practices of development, including downtown development/redevelopment and industrial development. Working knowledge of laws and regulations governing land development, public purchasing and contracting. Strong knowledge of strategic planning methods with an emphasis on services related to assigned program area. Advanced ability to monitor and evaluate programs. Advanced ability to establish and maintain effective working relationships with employees, contractors, outside agencies, public officials and the general public. Ability to read, analyze, and interpret financial reports and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format; effectively present information to top management, public groups, and/or boards of directors; manage confidential documentation and sensitive/confidential materials in a professional and discreet manner. Ability to independently exercise authority and discretion.

Equivalent to a complete four-year university education in public administration, business, or urban planning, and a minimum of seven years of demonstrated, progressively responsible experience independently managing programs – developing and implementing economic development programs; downtown development, industrial recruitment and business retention – and two years of supervisory experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

DESIRABLE REQUIREMENTS: Previous experience managing an economic development department/URA.

PHYSICAL DEMANDS OF POSITION: While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach and manipulate objects, talk and hear. The position requires mobility. Duties involve occasionally moving or lifting materials weighing up to 25 pounds and may infrequently require moving materials weighing up to 50 pounds while responding to non-routine situations. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

WORKING CONDITIONS: Approximately 20% of the work period takes place outdoors with exposure to all weather conditions, at work sites with exposure to noise levels which may require hearing protection, chemicals, dirt, dust, fumes. The remainder of the work period occurs under usual office working conditions where the noise level is typical of most office environments with telephones, personal interruptions, and background noises.

SUPERVISORY RESPONSIBILITIES: Responsible for the supervision of the Main Street Manager and oversight of the MS program. May provide training and orientation to volunteers, interns, students and newly assigned personnel on site policies and practices. May assign work, such as the compilation/organization of data to carry out a project, to the office support staff.

SUPERVISION RECEIVED: Works under the direction of the City Administrator.