

Job Description



Job Title: Economic Development Director
Supervisor: Chief of Staff
Classification: Partially-Exempt/Salaried
Hours Per Week: 37.5 hours (full-time) 8:00 a.m. – 4:30 p.m.
Benefits: Medical, Dental, PERS, and Life Insurance

DESCRIPTION: Under general direction from the Assembly and Mayor, the Director of Economic Development plans, organizes, administers and manages the economic development activities and marketing efforts of the Borough. Implements economic development goals and objectives for the Borough while interfacing and coordinating with the community, local businesses and various departments and staff. This incumbent will also act as staff to the Economic Development Commission.

DUTIES:

-) Develop and administer the comprehensive economic development strategy for the Borough
-) Develop and administer a comprehensive outreach program to new and expanding businesses
-) Conduct regional visits to assess business climate issues, concerns, and/or successes
-) Manage the marketing efforts of the Borough to include development and promotion of small businesses
-) Identify the interests and priorities of regional businesses located within the Borough
-) Monitor and evaluate the effectiveness of various economic development programs and efforts
-) Review the feasibility and funding considerations of the economic development department
-) Research sources for possible federal and state funding considerations and administer grants that pertain to economic development
-) Develop and maintain supportive relationship with other local, regional and state economic development organizations, existing Borough businesses and foster networks
-) Perform other duties as assigned.

QUALIFICATIONS:

-) College graduate in business administration, economics, accounting, public administration, rural development, or a combination of skills which demonstrate management in coordinating financial and personnel resources. Experience may be substituted on a year for year basis.
-) Reading complex, writing complex, analyzing, perception/comprehension, judgment, and decision making.
-) Ability to work with those who may have differing opinions and maintain cooperative working relationships.
-) Ability to handle varied duties requiring many different unrelated processes and methods applied to a broad range of activities or substantial depth of analysis.
-) This position requires a high level of judgment to make decisions that deal with major areas of uncertainty in approach, methodology, or interpretation and evaluation.
-) Work will require originating new techniques and establishing criteria or development of new ideas.
-) Must have a strong focus on strategic planning and project management.

SIGNATURES

This job description has been approved by all levels of management:

Manager	_____	Date	_____
Personnel Officer	_____	Date	_____
Chief of Staff	_____	Date	_____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee	_____	Date	_____
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