

CITY OF CENTERVILLE JOB DESCRIPTION

JOB TITLE: Economic Development Director
SUPERVISOR: City Administrator
DEPARTMENT: Economic Development
SALARY RANGE: \$65,000-80,000
STATUS: Exempt
DATE: November 2024

JOB SUMMARY:

The Economic Development Director is responsible for helping to develop and implement the City of Centerville's vision, goals and initiatives related to economic development and to facilitate economic growth by supporting the expansion and retention of existing businesses and by actively recruiting new businesses; to increase the commercial tax base and to promote the creation of jobs within the City of Centerville in accordance with the guidance and direction of the City Council.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are representative of the work required for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Develops and coordinates short and long-range economic development goals for the city; gathers, interprets, and prepares data for studies, reports and recommendations.
- Solicits prospective businesses and prepares information for the specific purposes of economic development; schedules appointments for meetings; provides professional advice; makes presentations to supervisors, boards, chambers of commerce, civic groups, and businesses.
- Provides information on economic development issues, programs, services, and plans.
- Develops and maintains a comprehensive inventory of available buildings and sites in the community.
- Assists interested businesses and industries in identifying potential sites and schedules on site visits for economic development purposes.
- Develops and maintains an active schedule of business and development contacts on a regular basis.
- Develops and maintains relationships with the business community and community partners to foster economic growth; scheduling quarterly meetings with current, new and potential business developers.
- Prepares and maintains information on utilities, taxes, zoning, transportation, community services, enhancing tools, etc.; prepares data sheets, shares marketing brochures, promotional materials and other information packages.

- Implements business retention program based on one-on-one visits with business leaders, group meetings, e-newsletters, and attendance at networking events.
- Works with city staff to prepare request for information (RFI) packages for partners and prospects.
- Provides updates regarding economic development projects to be used in press releases and the city website.
- Serves as a liaison between the City of Centerville and public, private or nonprofit groups and associations interested in economic development within the City of Centerville, such as the Houston County Development Authority and the Robins Regional Chamber of Commerce, and other organizations as designated by City Council.
- Communicates with existing businesses within the city for facility improvements and coordinates community improvement projects.
- Works with City Administrator and staff to develop incentive agreements and contracts for prospective businesses.
- Monitors local, state and federal legislation and regulations relating to economic development, and reports findings, trends and recommendations to City Administrator.
- Researches, prepares, and writes grant applications working with all departments as needed.
- Works closely with staff, planning and zoning boards on annexation and zoning.
- Attends meeting of all city zoning boards.
- Attends professional development workshops and conferences to keep abreast of trends and developments in the field of economic development.
- Provides staff support to other departments as needed and assigned.
- Serves as a member of various staff committees as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

The Economic Development Director must be knowledgeable of the following principles, procedures, and concepts:

- Knowledge of business development; economic development; municipal zoning and infrastructure; planning programs and processes.
- Knowledge of the city's comprehensive plan, service delivery strategy, and short-term work program.
- Knowledge of basic grammar, language usage and vocabulary.
- Skill in the operation of basic office equipment.
- Ability to establish effective working relationships with other city employees, business owners, civic organizations, commissions, elected officials, and the general public.
- Ability to effectively communicate the attributes of the City of Centerville, in-person, on-telephone, in written correspondence (including email).
- Ability to communicate effectively both orally and in writing.
- Ability to process information, applications, forms and other documents, including grants, requiring accuracy, thoroughness and attention to detail.
- Ability to develop and maintain a schedule of projects.
- Ability to prepare accurate, clear, and concise documents.
- Ability to develop attractive and informative brochures and information packages.
- Ability to work independently with general supervision.

- Ability to drive and operate city vehicles in a safe and efficient manner.

MINIMUM EDUCATION, TRAINING AND/OR EXPERIENCE TO PERFORM ESSENTIAL JOB FUNCTIONS:

The Economic Development Director should possess a four-year degree in business or other subject matter area related to Economic Development; five (5) years of experience in performing related work; or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities to successfully perform the duties and responsibilities of the position.

OTHER REQUIREMENTS:

Possession of valid State of Georgia Driver's License (Class C) and a satisfactory Motor Vehicle Record (MVR).

TRAVEL:

The Economic Development Director is required to travel locally on a regular basis and may also be required to travel regionally, statewide, and nationally as needed.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

LANGUAGE SKILLS:

Ability to read and understand written materials. Ability to effectively communicate information to fellow employees, public officials, prospective businesses, and the general public.

MATHEMATICAL SKILLS:

Ability to work with basic mathematical concepts such as, addition, subtraction, multiplication, and division.

COMMUNICATION SKILLS:

Must be able to effectively communicate orally and in writing in a professional manner in order to give or exchange information, resolve problems, and/or provide service. In addition, this position requires extensive contact with other employees, the general public, and public officials, often involving problem-solving circumstances.

REASONING ABILITY:

Ability to interpret and understand a variety of forms, reports, manuals, regulations, and other means of instruction and guidance.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position requires light demands with intermittent sitting, standing, stooping, walking, computer use, and occasional lifting of objects weighing up to 25 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment is divided between an indoor office work area and out-of-office settings. The employee may be occasionally exposed to dust or dirt.

SUPERVISORY ROLE:

The Economic Development Director may supervise subordinates as directed by Mayor and Council.

Employee's Signature: _____ *Date:* _____

Supervisor's Signature: _____ *Date:* _____