

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Economic Development Director</u>
Sch & Grade	<u>PAT-14</u>
Class Code	<u>AB61</u>
FLSA Status	<u>Exempt</u>
Bargain Unit Elig.	<u>Not Eligible</u>
Occupational Group	<u>Planning</u>

PRIMARY PURPOSE:

Performs responsible professional and supervisory work related to economic and community development policy formulation, project development and coordination, and related research. Assumes primary professional, technical, and management responsibility for city activities related to economic development. Coordinates significant development projects that impact the community's tax base.

SUPERVISION:

Under the general supervision of the Director of Planning & Development; supervises professional, technical and administrative support staff.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Supervises and participates in the preparation, update, and maintenance of elements of the Master Plan related to economic development.
2. Supervises, administers, participates in and advises the Director of Planning regarding economic development programs, projects and activities.
3. Serves as the primary liaison for the City with the State Legislature on economic development legislation issues.
4. Develops and implements plans and marketing strategies to promote the community's business and industry growth; increase tourism; expand recreational, arts, and entertainment attractions, etc.
5. Supervises and directs assigned personnel, evaluates their performance, recommends discipline, and provides training and development as appropriate.
6. Develops and maintains a working knowledge of public and private financing and implementation techniques related to economic and community development.
7. Enlists the services of business and community leaders, develops information and support networks, and utilizes all available resources to foster project success.
8. Coordinates the review of significant development plans, zoning actions and subdivision proposals for consistency with the City's economic and community development policies.
9. Advises and/or maintains liaison with the City Council, City Manager, Chamber of Commerce, and a number of governmental and private commissions, boards and agencies regarding related policies and issues.
10. Monitors various related governmental legislative, fiscal and regulatory activities.
11. Prepares and delivers speeches, formal and informal presentations and/or reports to groups including City Council, community organizations, city planning and development staff, and the general public.
12. Travels to project site locations as required.
13. Utilizes necessary computer software applications.

IMPORTANT FUNCTIONS:

1. Attends workshops, conferences, and other training programs for professional development purposes.
Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Comprehensive knowledge of economic and community development and municipal planning issues, principles, and techniques including state and federal policies and programs; capital improvements programming, public finance, applicable regulations and regulatory devices, data sources and urban information systems.

Abilities

Effectively plan, organize, coordinate, and direct the responsibilities involved in economic development projects; apply knowledge and effectively participate in policy and program formulation and implementation within established resource and budgetary constraints; utilize sound, independent judgment when making decisions; effectively direct the work of professional and technical personnel during assigned projects; prepares and presents clear and comprehensive written reports; deliver effective presentations; read, understand, and interpret a variety of written documentation; follow oral and written instructions; communicate effectively both verbally and in writing; deal effectively and courteously with associates, developers, citizen groups, city officials, city departments, community organizations, state legislators, and the general public; present an overall professional image; model and facilitate a working environment that encourages awareness and respect for differences among employees and citizens; perform effectively as a member of a team in carrying out the City's stated mission and philosophy; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Graduation from an accredited college or university with specialization in Urban Planning, Economic Development or a related field such as Geography or Public Administration, plus at least four years of appropriate experience. A Master's Degree may be substituted for one year of required experience.

Physical Requirements

Must have the ability to operate a computer keyboard and mouse; pushes and pulls up to 25 pounds; holds and grips objects.

Working Environment

Indoors with heating and cooling regulated in a general office environment; may be exposed to temperature swings or extreme weather conditions when traveling to project site locations.

Licensing/Certification

None required.

Miscellaneous Requirements

If operating a motor vehicle for the purpose of completing job duties, must possess a valid Missouri Motor Vehicle Operator's License.

Last Revision:	February 9, 2012	GENERAL ORDINANCE NO. 4712
Comments:	Updated Abilities	Date: June 9, 1997

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ **Date:** _____