

CITY OF DUNWOODY, GEORGIA

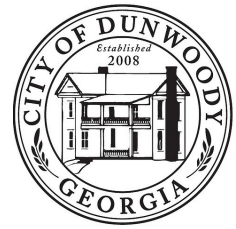
TITLE: Economic Development Director
DEPARTMENT: Economic Development
FLSA STATUS: Exempt

JOB SUMMARY:

The Economic Development Director is responsible for the coordination and execution of planning business and industry recruitment and retention, redevelopment, and other economic development-related activities. Director performs professional and technical community development planning work of moderate to high complexity and variety. Director works under general supervision of City Manager. Director promotes and markets Dunwoody, assists existing employers to become more competitive, encourages new employers from within the City, and attracts new employers from outside the City.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Performs complex consultative and technical work in the planning, development, and implementation of the agency's community development and economic development and redevelopment programs.
- Manages development and implementation of a City-wide economic development plan.
- Provides technical assistance to community leaders to assist their planning and implementation of community and economic development programs.
- Conducts research and analyzes data such as demographic and building permit trends, budget expenditures, and business plans in order to make recommendations.
- Provides technical assistance and coordination support for regional planning initiatives including transportation, land use, and related areas.
- Maintains successful and positive relationships with regional and local governments, civic groups, the private sector, and the general public.
- Manages an efficient prospect tracking, monitoring, and reporting system.
- Performs and reports on regular visits to local targeted industries.
- Performs market and financial analysis on appropriate prospects and develops recommendations for incentive packages.
- Creates and develops programs related to small business development.
- Maintains a database of public and privately-owned sites and buildings available for development.
- Prepares the department budget to cover the appropriate level of funding to complete unit plans of work.
- Attends statewide economic development meetings and seminars.
- Conducts special projects and studies as requested and directed by the City Manager.
- Communicates with the City Manager, other City department heads and Elected Officials, business owners, developers, and citizens in order to negotiate agreements, communicate needs of multiple parties, develop programmatic activities, explain projects, and present reports and recommendations.
- Represents the City at technical discussions, meetings, public functions, and other required occasions.
- Meet with political or business leaders and/or others concerning funding and economic development issues.
- Will be required to perform other duties as requested, directed or assigned.
- Regular attendance and punctuality are essential requirements of the job.



MINIMUM QUALIFICATIONS:

Education and/or Experience:

- a) Graduation from a four-year college or university with a degree in Business Administration, Public Administration, Urban and Regional Affairs, Planning, or a closely related field; Masters Degree preferred.
- b) Five (5) years of extensive and progressive experience in economic development.
- c) An equivalent combination of education and experience may be acceptable.

Necessary Knowledge, Skills and Abilities:

- a) Works with considerable latitude for the use of initiative and independent judgment.
- b) Thorough knowledge of the functions of government as they relate to economic development and comprehensive knowledge of sales/marketing principles.
- c) Strong knowledge of the real estate industry and experience with deal closing.
- d) Knowledge of personal computers and computer software applications.
- e) Knowledge of general business principles and economic factors as they relate to business profitability.
- f) Ability to comprehend and make inferences from reports, appraisals, legal opinions, land and title reports, and building cost estimates in order to understand project proposals, negotiate agreements, and make policy recommendations.
- g) Ability to plan, organize, and direct the work of subordinates and to maintain a high level of discipline.
- h) Ability to understand and carry out complex verbal and written instructions.
- i) Ability to deal tactfully and courteously with employees and the general public.
- j) Ability to communicate clearly and effectively, verbally and in writing with regional, state, federal, and local officials, civic and grassroots organizations, representatives from business, and individuals from a variety of backgrounds.
- k) Ability to effectively speak in public and interact with various members of the news media.
- l) Ability to develop and maintain effective working relationships with officials, employees, state and federal authorities, civic leaders and the public.
- m) Ability to prepare and operate under a budget.
- n) Must possess a valid State of Georgia Driver's License (Class C) and a satisfactory Motor Vehicle Record (MVR).

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.

- Must be able to sit and drive for extended periods of time.
- Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- While performing the duties of this job, the employee is occasionally required to stand; walk; talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop; kneel, crouch, or crawl; and smell.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- The employee must occasionally lift and/or move up to 50 pounds.
- While performing the duties of this job, the employee may work in indoor or outdoor environments and is subject to inclement weather conditions.