



**DEPUTY DIRECTOR OF DEVELOPMENT SERVICES –
ECONOMIC DEVELOPMENT**

DEPARTMENT:	DEVELOPMENT SERVICES	CLASSIFICATION:	EXEMPT/ MID-MANAGEMENT
CREATED/ UPDATED:	MARCH 2020	PAY GRADE:	57

JOB SUMMARY

Under the direction of the Director of Development Services, plan, organize and direct the redevelopment and economic development activities of the City; negotiate development agreements; prepare and administer the Redevelopment Agency budget and long range capital plans; supervise and evaluate the performance of assigned personnel.

SUPERVISION EXERCISED/RECEIVED

Receives general direction from the Director of Development Services. Exercises supervision for assigned professional, technical and clerical staff.

ESSENTIAL DUTIES

Plan, organize and direct the redevelopment and economic development activities of the City; negotiate development agreements; monitor project status and implementation schedules.

Establish and maintain regular communication with industrial and commercial brokers, realtors, developers and other economic development coordinators on available properties. Provide prompt response to leads generated by the Ohio Department of Development.

Serve as a liaison between the local government and the chamber of commerce, merchants' associations, economic development districts, redevelopment districts, port authorities and other public, private or nonprofit groups and associations interested in economic development.

Assist in the development and implementation of growth management, land use, economic development, utility, housing, transportation, facilities, solid waste or other plans and codes to meet the City's needs, along with any inter-governmental agreements or requirements.

Evaluate land use proposals for conformity to established plans and ordinances; evaluate proposals' development impacts, as they relate to the adopted plans of the City, and make recommendations.

Provide technical and professional advice; make presentations to other staff, boards, commissions, civic groups and the general public. Provide information on economic development issues, programs, services and plans.

Respond to local citizen's inquiries about local economic development activities and opportunities. Monitor local, State and Federal legislation and regulations relating to economic development and report findings, trends and recommendations to the Director.

Prepare written articles, graphics, charts, tables, etc., in a camera-ready format for publication in newsletters, marketing materials, etc.

Maintain active, participating memberships with regional development organizations.

Prepare, write and administer grant applications related to economic development.

Attend professional development workshops and conferences to keep informed of trends and developments in the field of municipal planning.

Perform related duties as required.

MINIMUM QUALIFICATIONS

Any combination of experience and training that would likely provide the required knowledge and abilities may be qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Graduation from an accredited college or university with a Bachelor's degree in economics, urban planning, business or public administration, or a closely related field. A Master's degree is preferred.

Experience:

A minimum of four years of increasingly responsible experience in economic development, one year of which must have been in a supervisory capacity.

Certifications:

Possession of a California Class "C" driver's license

Knowledge of:

- Planning, organization and management of the community development department.
- Principles and practices of administration, supervision and training.
- Budget preparation and control.
- Survey methodology, statistical analysis and economics.
- Applicable laws, codes, regulations, policies and procedures.
- Real estate development and finance techniques.
- Construction management, building codes and procedures.
- Business marketing techniques.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.
- Oral and written communication skills.

Ability to:

- Plan, organize and direct the redevelopment and economic development activities of the City.
- Negotiate development agreements.
- Train and evaluate the performance of assigned staff

- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.
- Direct the maintenance of a variety of reports and files related to assigned activities.

SPECIAL REQUIREMENTS

- Ability to attend special City events including weekends, evenings and holidays, as required.
- Ability to attend night meetings and work extended hours, as needed and/or required.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

While performing the duties of this class, the employee is constantly required to sit and frequently stand, walk, talk and hear, both in person and by telephone; use hands or fingers to handle, touch, or operate standards office equipment; and reach with hands and arms. The employee occasionally reaches for an item above or below desk level, and lifts or carries records and documents, typically weighing less than 20 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

Mental Demands:

While performing the duties of this class, the employee is regularly required to use oral and written communication skills; exercise sound judgement in the absence of specific guidelines; establish priorities and work on multiple assignments and projects concurrently, and meet intense and changing guidelines given continual interruptions.

