



Position Description

Ordinance Position Title:	Director of Economic Development	Employee Type: Full Time
Working Title:	Director of Economic Development	DEPT: Planning & Development
Job Code:		Ord/Contract: Unclassified
Reports To:	Mayor	FLSA Status: Exempt
Revision Date:	4.18.2023	Civil Service Type: Unclassified

General Description:

Provides overall leadership, direction, guidance and management of the functions, operations, programs, activities and resources required for the comprehensive development, redevelopment, and expansion of the City as it relates to industrial, commercial and residential facilities.

Essential Functions of Work

- Carries out managerial responsibility in accordance with policies, procedures and applicable laws, including: interviewing, hiring and training staff; planning, assigning and directing work; establishing deadlines; appraising performance; rewarding and disciplining employees; coordinating, developing and approving staff training; approving leave requests; and addressing complaints and resolving problems.
- Provides continued consultation and communication with the Mayor on a regular basis regarding public and private development opportunities for increasing and sustaining the economic vitality of the community.
- Responsible for negotiating the terms of all incentive offers; presents all economic development incentive proposals for Mayoral approval; works to secure the acceptance of the public or private development opportunity incentive proposal.
- Assesses the resources available and needed for retention, redevelopment and new development for residential, commercial and industrial facilities through interface with public and private sectors; develops and implements strategic recommendations.
- Attends and provides updates at Community Improvement Corporation (CIC) meetings and assists with implementing CIC's goals and strategies.
- Initiates and facilitates meetings with both private and public sector to review and analyze potential development proposals relating to economic development and redevelopment.
- Provides leadership for revitalization including preparing requests for proposals, conducting developers rankings, handling negotiations with developers, and coordinating public input
- Performs various economic development duties, including but not limited to coordinating business retention and expansion efforts, negotiating economic development agreements with other jurisdictions, creating and modifying financial incentive programs and tools (such as community reinvestment areas and tax increment finance districts), acting as housing officer for the city's tax incentive programs and other agreements as necessary.
- Performs community development duties to include: promoting the city's development plans, disseminating information to the general public, developing and implementing a marketing plan and regularly attending and speaking at community civic groups and associations.
- Plans and implements short and long-range economic development goals, objectives, and strategies; gathers, interprets and prepares data for studies, reports and recommendations.
- Develops the annual budget, including: reviewing budget expenditures and requesting revisions to meet operational needs; reviewing budget requests and making decisions on organizing projects to remain within budget; and consulting with financial staff regarding budget matters.

Important Functions

- Attends regular meetings of the Mayor's executive staff contributing in decision-making, problem-solving and team building. Required to attend council meetings and submit Director's Report to council as required.
- Represents the Mayor at various meetings as requested.
- Represents the City's economic and community development goals and objectives on various boards and organizations on the local, regional and state levels and provides liaison with other departments on related activities.
- May serve as backup for other positions within the department.
- Serves as records officer by assuming responsibility for handling records; knows rules and procedures and acts as a liaison with the Records Commission and Records Administrator.
- Interacts with, departments and groups, both internally and within the community, to provide information, disseminate departmental information and assist in resolving administrative issues
- Performs other related duties as assigned.

Minimum Qualifications

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job. A typical way to qualify is a Master's degree from an accredited college or university in finance, economic development, community development, public policy or related field and seven (7) or more years of progressively-responsible related experience, including supervisory.

a. Licensure or Certification Requirements

Economic Development Finance Professional Certification preferred.

Certified Economic Development Professional preferred.

Current and valid Ohio driver's license with an acceptable driver's abstract in order to meet criteria for insurability established by the City of Gahanna.

Knowledge, Skills and Abilities

Knowledge Of:

- Thorough knowledge of economic development Programs, grants, loans, and services available at the State and County levels
- Modern management principles and practices.
- Administration of staff and activities, either directly or through subordinate supervision.
- Working knowledge of public finance in the regard to the development and administration of tax abatements and incentives
- All computer applications and hardware related to performance of the essential functions of the job.
- Mathematics and accounting as it relates to policies, procedures and developing and managing a departmental budget.
- Department organization, standard operating guidelines and policies, rules, and regulations.
- Municipal government structure and processes.
- Administrative and managerial principles, concepts, practices, and procedures.
- All applicable state, federal and local ordinances, laws, rules and regulations.

Skill in:

- Strong negotiation skills
- Strong teamwork and collaboration skills
- Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.
- Effective verbal and written communicating skills
- Ability to perform effectively in a fast-paced, results-oriented organizational culture marked by high expectation levels, deadlines, time constraints, and the accompanying pressures inherent to such an environment
- Operating and maintaining all assigned equipment required to perform the essential functions of the job.

Ability to: (Mental and Physical Abilities)

- Frequently required to stand; walk, sit,
- Ability to constantly operate a computer and other office machinery, such as a copier, mobile device, shredder, scanner, etc.
- Ability to occasionally lift and/or move up to 20 pounds.
- Must be able to remain in stationary position at workstation throughout scheduled workday

- Regular attendance, as governed by and in accordance with applicable rules, regulations, procedures and laws, is regarded as an essential requirement of this classification.

Working Conditions:

- Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.
- The incumbent's working conditions are typically moderately quiet.

Employee Acknowledgement and Receipt

I confirm that I have received a copy of this job description and understand the requirements, essential functions and duties of the position.

Print Employee Name

Employee Signature

__/__/____
Date