

**CITY OF WHITEHALL, OHIO
CLASS SPECIFICATION**

CLASS TITLE: Director of Development
DEPARTMENT: Development
REPORTS TO: Mayor

UNCLASSIFIED
FLSA STATUS: Exempt
DATE: 01/12

JOB SUMMARY AND DISTINGUISHING FEATURES OF THE WORK:

Under the general direction of the Mayor, the Director of Development is responsible for carrying out the general efforts and activities necessary to achieve the broad policies, goals and objectives of the City in the area of economic and community development, as well as all other duties assigned by the Mayor.

ESSENTIAL JOB FUNCTIONS:

Importance	Tasks	% of Time
1	Write and submit grant proposals and applications; track and administer city grants.	
2	Collect necessary information from the various departments, forecasts, evaluate past economic data, and prepare spreadsheets for budget purposes.	
3	Research and implement new methods and procedures to strengthen and improve relations with developers.	
4	Formulate and develop plans, policies, procedures, goals, objectives, and regulations necessary to assist our existing businesses and attract new development.	
5	Supervise direct reports by supervising training, writing and conducting performance appraisals and use progressive counseling and discipline as appropriate.	
6	Act as Secretary to Whitehall Community Improvement Corporation.	
7	Function as liaison between the City, the Director of Public Service, and developers, assisting and advising said developers, regarding preparation of presentations and proposals to the Whitehall Planning and Zoning Commission or Whitehall City Council.	
8	Review all development proposals with the Director of Public Service, meet with developers to discuss said development proposals, negotiates with said developers, on behalf of the Mayor, regarding terms and conditions of such development.	
9	Liaison to Department of Defense with regard to all matters of military development within the City of Whitehall.	
10	Liaison to the General Services Administration (GSA) in Chicago regarding all matters of Federal leased space for all Federal agencies.	
11	Direct public relations and promotional efforts to attract new commercial and residential development to our City; direct the dissemination of information concerning commercial, residential, governmental, educational, cultural, and recreational advantages and attractions of the City.	

** Regular, predictable, and punctual attendance is required.

IMPORTANT JOB FUNCTIONS:

Maintain awareness and remain current with the latest issues and developments within the field of economic and community development.

Attend and deliver speeches at various professional association conferences, seminars, meetings and at various community service and civic association organizational meetings.

Function as a liaison to the Columbus Area Chamber of Commerce as well as the Whitehall Area Chamber of Commerce.

Attend all Planning and Zoning committee meetings.

Attend City Council meetings when required by the Mayor.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Possession of a Bachelor's degree, preferably in Business Administration, Government, Public Administration, Finance, or related field.

Minimum seven (7) years of progressive senior management level planning, community development, or other related experience, preferably within a municipal government environment.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Comprehensive knowledge of economic and community development concepts, theories, practices, principles and methods.

Comprehensive knowledge of administrative/managerial concepts, principles, practices, and techniques.

Comprehensive knowledge of budgeting, both operating and capital improvement.

Comprehensive knowledge in the field of public relations,

General knowledge of planning and zoning procedures.

General knowledge of public improvement development process.

Skill in:

Excellent written and verbal communication skills.

Excellent human relation skills.

Mental and Physical Abilities:

Demonstrated ability to organize and prioritize City projects, programs, and activities.

Demonstrated ability to write effective proposals for State and Federal grants.

Working Conditions:

Prepared by:	Date:
Approvals: Supervisor/Manager: Michael Bivens, Mayor	Date: 1/2024
Appointing Authority:	Date:

Human Resources: Tracy Wentz, Director of Human Resources	Date: 1/2024
I understand the above job description details my current job duties: _____ Employee Signature	Date:

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.