

CITY OF MIDDLETOWN

Position Description

Date: July 24, 2025

Position Title:	Community & Economic Development Director
Department/Division:	Community & Economic Development Department
Reports To:	Assistant City Manager
Classified or Unclassified:	Unclassified
Exempt or Non-exempt:	Exempt
Union or Non-union:	Non-union
Salary Range:	168

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Position Summary

The Community & Economic Development Director position within the City of Middletown coordinates efforts to enhance and diversify the city's economic base. This involves retaining and expanding existing businesses and attracting and developing new ones. The role requires professional planning expertise and guidance for the city's growth and development. The ideal candidate should possess considerable knowledge, abilities, and experience in planning, quality management skills, a strong customer service orientation, and effective communication skills. Additionally, the candidate should be able to interpret the city's needs and desires for land use, zoning, and design for short- and long-range planning projects. The Department consists of the following Divisions: Building Inspections & Permitting, Economic Development, Planning & Zoning, Airport and Code Enforcement & Nuisance Abatement.

This Director prepares and implements master, neighborhood, and community development plans and strategies. The position requires considerable independent decision-making skills, communication skills, and the ability to work on a team and supervise others.

The Director oversees the city's transit system in coordination with the Butler County Regional Transit Authority (BCRTA). This position also directly oversees the city's Middletown Regional Airport (MWO) and Middletown Event Center, as well as all housing and urban development programs administered by the city, including the Community Development Block Grants (CDBG), Neighborhood Stabilization Program (NSP), and Home Investment Partnerships Program (HOME).

The position requires light physical effort as part of a regular work routine, such as frequent standing and walking, frequent lifting or carrying of lightweight materials or equipment, and occasional periods of sustained effort.

Position Qualifications

1. Bachelor's Degree in Public Administration, Business Administration, Marketing, Planning, Economics, or a related field. Certified Economic Developer, preferred, with five years of recent experience in economic development or a closely related field. A

minimum of five years of supervisor experience is required.

2. Knowledge of economic incentives and project financing techniques.
3. Understand the real estate development process.
4. Great communication and interpersonal skills.
5. Understand community qualities that prospective businesses seek.
6. Knowledge of economic development and project financing strategies.
7. Ability to identify the City's current and future needs and growth requirements.
8. Thorough knowledge of the municipal government organization structure.
9. Knowledge of business and public administration principles and practices.
10. Knowledge of real estate terminology, laws, practices, principles, and regulations.
11. Possess and maintain a valid Ohio Driver's License.

Duties and Responsibilities (For Performance Appraisal)

1. Develop and implement an Economic Development Strategy Plan, coordinate, and direct the overall economic development strategy for the City of Middletown.
2. Coordinate and effectively communicate with the City Manager, staff, Chamber of Commerce, and organizations, including the Butler County Port Authority, JobsOhio, REDI Cincinnati, and the State of Ohio Department of Development.
3. Direct management of all housing and urban development programs administered by the City, including the Community Development Block Grants (CDBG), Neighborhood Stabilization Program (NSP), and Home Investment Partnerships Program (HOME).
4. Directly oversee and manage the City's transit system in coordination with the Butler County Regional Transit Authority (BCRTA).
5. Review, prepare, and present presentations regarding planning projects, principles, regulations, or special projects to the City Council, various boards and commissions, committees, professional organizations, public interest groups, and the general public.
6. Review the City Planner's recommendations to the Planning Commission, Board of Zoning Appeals, Architecture Review Board, and Historic Commission.
7. Provide case management for more complex, large-scale development project applications, including annexation, zoning, subdivision, comprehensive plan amendments, site plans, development agreements, and/or other applications requiring more project management.

8. Negotiation skills and interpreting and applying regulations are also necessary to achieve intent. Collaboration with other departments involved in the review process, political astuteness, and project management are also necessary.
9. Direct short-range, intermediate, and long-range projects.
10. Strong interpersonal and public relations skills are required to work effectively with various officials, staff, citizens, and other customers.
11. Respond to business inquiries seeking information about investment in the City.
12. Proactively pursue opportunities to increase the City's inventory of market-ready sites and buildings for prospective businesses.
13. Maintain a database of existing local employers and arrange periodic site visits to determine opportunities to retain and expand businesses.
14. Develop and execute a marketing plan for the City.
15. Develop and administer the departmental budget.
16. Prepare and file necessary reports and forms as the State, City, or other entities require.
17. Supervise other staff, including maintaining an electronic database of commercial properties and re-developing brownfield sites.
18. Maintain a personal level of expertise in the economic development field through annual continuing educational courses and/or seminars with other ED professionals.
19. Keep the organization prepared to expand its role and position regionally to include other municipalities, townships, and villages. This implies knowing the surrounding areas and having excellent working relationships with their ED professionals.
20. Be the primary point of contact for new businesses seeking relocation, new businesses seeking their first locations, site selectors, consultants, and others such as governmental agencies that are interested in the area.
21. Identify workforce skills needed by existing and prospective businesses and communicate these skill needs to area educational and vocational institutions.
22. Be the lead negotiator for economic development projects and initiatives for the City.
23. Conduct a regular and effective retention and expansion survey program that maintains up-to-date data regarding area employers' capabilities, needs, and intentions.
24. Review and recommend right-of-way vacations and landmark petitions to the Planning

Commission and City Council.

25. Work with outside consultants on projects and studies as necessary.
26. Administer the contracts for operating and maintaining public facilities and cell towers.
27. Directly supervises full-time economic development staff.
28. Oversees the small business development assistance program.
29. Annually review City Plans and Ordinances for needed updates.
30. Review and approve claim vouchers and purchase orders.
31. Perform related duties and responsibilities as required.