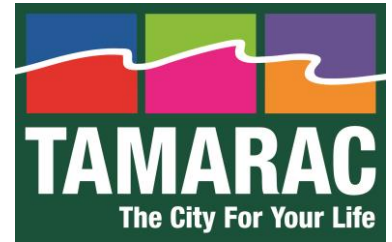


VACANCY: **Economic Development Manager**
HOURS: **Monday - Friday**
SALARY: **\$66,251 - \$111,651**
JOB ANNOUNCEMENT#: **1207**
POSITION#: **22005/01**
RANGE: **9/224**
DATE POSTED: **January 16, 2018**



GENERAL STATEMENT OF THE JOB

Under limited supervision, plans, develops and implements the City's Economic Development Program. Work includes leading, planning and implementing development and redevelopment projects and business attraction, retention and expansion. This is a highly professional hands-on and visible work leading the City's economic development efforts. Reports to the City Manager or designee.

ESSENTIAL JOB FUNCTIONS

- Serves as primary point of contact for all of the City's Economic Development and Redevelopment inquiries and opportunities.
- Develops and implements an overall strategy to best position the City in Broward County, the South Florida Metropolitan Region, and the State of Florida to be a great place to do business, by promoting the City's assets and determining best economic development and redevelopment practices for implementation by the City.
- Develops plans and implements systematic programs to facilitate economic development and redevelopment. Develops and implements strategies for business attraction, retention and expansion.
- Acts as ombudsman between businesses and city departments to streamline development and business opening in the City.
- Develops and maintains contacts with professional land and building developers, private entrepreneurs, Chamber of Commerce, Board of Realtors and economic development-related organizations and agencies to promote the City of Tamarac.
- Attracts, retains, and expands targeted industry within the City; identifies existing business retention and expansion needs, conducts research and business surveys in order to identify business impediments and utilize available resources to address those issues. Utilizes knowledge of incentives, grants, resources and tools available to facilitate the City's goals.
- Acts as a liaison and works with local and regional businesses, the Broward Alliance, Tamarac Chamber of Commerce and other government agencies to secure opportunities in the areas of economic development, redevelopment, business development, and local employment.
- Researches and provides recommendations on economic development and redevelopment opportunities and projects. Evaluates local resources, needs, goals, and opportunities and aggressively promotes the City of Tamarac.
- Advises the City Manager or designee regarding capital improvements and funding mechanisms for projects that serve as a catalyst for economic development and redevelopment programs.
- Makes presentations to City Commission, City staff, and various outside groups.
- Prepares and reviews City Commission agenda items, contracts, RFPs and other legal and administrative documents to implement economic development projects.
- Evaluates economic, statistical and demographic data to analyze best means to attract, retain or expand businesses in the City. Responsible for creating Economic Development scorecard and meaningful metrics to keep track of program economic development program goals.
- Develops and implements marketing programs and strategies to attract and retain value added businesses, conducts research and analysis of competition to identify business availability and demand.
- Proactively identifies and recruits likely business prospects, maintains an inventory of available sites/buildings and aggressively markets suitable sites to such business prospects.
- Prepares and implements the Economic Development Office budget.
- Compiles information, prepares reports, ordinances, resolutions, grant applications, agendas, agreements, and other documents as required.
- Operates a city vehicle in the performance of job duties.
- Operates a variety of equipment such as computer, printer, facsimile machine, and telephone.
- Interacts and communicates with various groups and individuals such as City Manager's Office personnel, City management and employees; elected officials of City, County and State; board and commission members, the Broward County School Board; City Commission members; business and industry leaders; non-profit organizations, community organizations and the public.
- Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires Bachelors Degree in public or business administration, economic or business development, or related field supplemented by at least six (6) years of experience leading successful economic and business development and redevelopment efforts, and/or business/industry attraction, retention and expansion programs, or an equivalent combination of training and experience that provides the required knowledge, skills and abilities. Master's Degree preferred. Candidate must have outstanding interpersonal, written and verbal communication skills. Training and certification from the International Economic Development Council (IEDC) is desired. Must possess a valid Florida driver's license.

NOTE: Job description, minimum qualifications, and the standards required to perform the essential functions are detailed in the official job description. The City of Tamarac is a drug-free workplace. Candidates recommended for hire must pass a pre-employment drug screening prior to appointment. An eligible veteran or spouse of veteran shall receive preference in the selection process as provided for in the Florida Statutes. To obtain veteran's preference, a candidate MUST submit a copy of a DD-214, Certificate of Discharge, or Statement of Eligibility with their application.

FIRST REVIEW: February 1, 2018. Subject to closing at that time, or when sufficient number of applications are received.

APPROVED BY: _____ **DATE:** _____