



CITY OF ORMOND BEACH
invites applications for the position of:

Economic Development Director

SALARY: \$72,750.00 - \$123,870.00 Annually

OPENING DATE: 02/01/18

CLOSING DATE: 03/02/18 05:00 PM

SUMMARY:

Performs high-level professional and technical work coordinating the City's efforts toward improving the local economy. Work includes planning for and asserting leadership in realizing development and redevelopment projects. Work is performed under the general direction of the City Manager. The position is included among the City's senior management team.

DUTIES AND RESPONSIBILITIES:

Essential Duties and Responsibilities:

- Oversees the City's economic development planning and implementation efforts and coordinates the City's economic development and revitalization efforts with private sector and other governmental agencies.
- Designs economic development strategies and action plans. Evaluates local resources, needs, goals and opportunities and aggressively promotes Ormond Beach and its environs.
- Acts as business recruitment and commercial development facilitator for the City and works toward the retention and expansion of existing businesses. Prospects for and maintains an updated file of business and development opportunities.
- Builds relationships and interacts extensively with business owners, property owners, developers, and community organizations. Provides a high level of customer service through a proactive approach toward problem solving and expediting development.
- Acts as liaison between the City and federal, state, and transportation agencies/interests concerning regulatory matters and grant programs.
- Advises the City Manager regarding capital improvements and funding mechanisms for projects that serve as a catalyst for economic development and redevelopment programs. Acts as project coordinator as directed by the City Manager.
- Ensures the collection and provision of useful data to businesses and individuals in making investment decisions.
- Recommends economic development goals and methods of achieving such goals.
- Develops solutions to regulatory and physical problems that inhibit economic development.
- Works with department heads on issues such as annexation, tax increment financing (TIF) districts, right-of-way acquisition, etc., as a partner and active participant in the project(s).
- Recommends budget priorities and prepares the division budget. Monitors and controls expenditures.
- Represents the City by preparing and presenting information to the City Commission, boards/committees, and other community groups. Prepares and

releases reports, studies and publications including graphic data required.

- Provides technical and policy information and assistance to staff members, other City agencies, the City Commission, City boards/committees and citizens.
- Assists in preparation for, response to, and recovery from, the impacts of a wide variety of disasters or emergency situations and may be temporarily assigned to other duties, locations, and shifts.
- Meets attendance requirements.
- Promotes positive customer service environment internally and externally.
- Performs other job related functions as assigned.

Supervisory Responsibilities:

None

QUALIFICATIONS:

Education and/or Experience:

A Bachelor's degree in Marketing, Public Administration, Planning or closely related field is required; Master's degree is preferred. Minimum eight (8) years of progressively responsible experience involving the administration and coordination of economic development efforts.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Possession of a valid Florida driver's license.
- Ability to understand and communicate both orally and in writing policies, procedures and services.
- Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, and government regulations.
- Ability to write reports, business correspondence and policy guidelines.
- Ability to effectively present information and respond to questions from developers, contractors, elected officials and the general public in written, graphic and oral forms.
- Ability to understand business methods including incentive programs/procedures offered by government and private agencies.
- Ability to perform grant writing and financial analysis.
- Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- Ability to develop working plans and schedules and monitor and adhere to same.
- Ability to plan, initiate, and carry out long-term programs.
- Ability to establish and maintain effective working relationships with other City employees, members of the City Commission, members of boards and committees, property owners, tenants, contractors, government agencies, private organizations, and the general public.
- Ability to work independently and exercise considerable independent judgment.
- Knowledge of local government planning, principles, and practices.
- Knowledge of leases, regulatory compliance, financing, etc.
- Knowledge of development regulations and growth management procedures.

- Knowledge of marketing techniques as they relate to economic development.
- Knowledge of state and local permitting processes.

ADDITIONAL INFORMATION:

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully meet the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to meet job demands under some stressful situations.
- Long periods of sitting and/or standing at designated work station.
- Some tasks require visual perception and discrimination.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually moderate.
- Occasionally performs work in outside weather conditions.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.ormondbeach.org>

Position #2018-02-01-a
ECONOMIC DEVELOPMENT DIRECTOR
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Human Resources
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