



**Job Title: Economic Development Manager**

**Name:**

## **JOB DESCRIPTION**

<b>Department:</b>	City Manager	<b>Bargaining Unit:</b>	Non Union
<b>Reports to:</b>	City Manager	<b>Salary Range:</b>	
<b>Pay Grade:</b>	218		\$36.78 - \$58.83 Hourly
<b>FLSA Status:</b>	Exempt		\$76,502.40 - \$122,366.40 Annually
<b>EEOC Code:</b>	2	<b>Class Code:</b>	

### **JOB SUMMARY**

Under the general direction of the City Manager, performs professional work in the administration of economic development programs and initiatives in the City. Performs a variety of program or project planning activities that impact municipal development and include analyzing data and formulating and recommending plans and programs relevant to municipal conditions and needs. Assists the City Manager in a wide array of functions, including long and short range planning and budgetary responsibilities as they pertain to economic development. Confers with the City Manager in the selection and implementation of programs and initiatives. The Economic Development Manager evaluates, develops, and administers projects such as business attraction and relocation as well as business retention and expansion.

### **DISTINGUISHING CHARACTERISTICS**

Carries out supervisory responsibilities in accordance with the City's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

### **ESSENTIAL JOB FUNCTIONS**

- 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.
- Provides a high level of customer service using a proactive approach towards solving problems and expediting development, as well as assisting developers, businesses and property owners to identify needs and challenges and coordinate business resources and technical assistance such as financial solutions, site selection, business plan development and marketing, workforce development, etc.
- Maintains and creates marketing materials related to economic development incentives offered by the City or other agencies.
- Acts as business recruitment and commercial development facilitator for the City as well as focus on the retention and expansion of existing businesses.
- Maintains an updated file of business and development opportunities.
- Evaluates local resources, needs, goals and opportunities and aggressively promotes businesses in the City of Fort Myers.
- Maintains and develops relationships with property owners, business owners, site developers, realtors, Enterprise Florida, Lee County Office of Economic Development, Cape Coral, Bonita Springs, Estero, Sanibel and Fort Myers Beach Economic Development Offices, Fort Myers Downtown Redevelopment Agency, Southwest Florida Regional Planning Council, Florida Gulf Coast University, Florida Job Service, and the Chamber of

Commerce of the City of Fort Myers, and other economic development related organizations and agencies.

- Ensures the collection and provision of useful data to businesses and individuals in making investment decisions, as well as advises the City Manager regarding capital improvements and funding mechanisms for projects that serve as a catalyst for economic development and redevelopment programs.
- Attends public meetings to provide information regarding the activities associated with economic development. Develops citizen good will and positive public relations.
- Prepares financial reports, analyses, and budgets.
- Provides direction and support to Economic Development Advisory Board.
- Prepares and presents action requests to the City Council.
- Writes reports and speeches.
- Represents the City in meetings with Federal, State, and County agencies.
- Review, evaluate, summarize and prepare economic development related grant applications.
- Markets City-owned buildings and land.
- Negotiates leases on City-owned properties.
- Attends professional workshops and conferences.
- This position requires regular and reliable attendance and the employee's physical presence at the workplace.
- Performs other duties as assigned.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of laws, ordinances, regulations and statutes that govern urban planning functions.
- Knowledge of principles and practices of economic development, redevelopment and reuse, real estate and development financing alternatives.
- Knowledge of real estate marketing and advertising.
- Knowledge of business retention and recruitment programs.
- Thorough knowledge of municipal and business finance.
- Knowledge of business principles.
- Excellent verbal and written communication skills.
- Considerable ability in writing complex research reports.
- Ability to plan projects, estimates, and specifications.
- Ability to make comprehensive recommendations to community improvements problems.
- Ability to establish and maintain effective working relationships with others, including City, County, State, and Federal agencies, civic groups and the public.
- Good professional judgment and ability to maintain discretion in business negotiations.
- Ability to operate a variety of computer software, including word processing and spreadsheet as well as other standard office equipment.

#### **MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS**

- Bachelor's degree from an accredited college or university in Economic or Community Development or a related field and a minimum of five years of progressively responsible professional experience in the field of economic or community development. Experience can be substituted for a degree on a year-for-year basis.

#### **PREFERRED QUALIFICATIONS**

- Certified Economic Developer - CEcD strongly encouraged

#### **CERTIFICATION, LICENSE AND SPECIAL REQUIREMENTS**

- Must possess a valid Florida Driver's License with an acceptable driving record.

## **PHYSICAL DEMANDS**

This work typically requires the following physical activities to be performed.

(X = Required to perform essential job functions)

<b>Physical Activities</b>		<b>Physical Activities</b>	
Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.	X	Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.	
Climbing – ascending, descending ladders, stairs, ramps, requires body agility.	X	Reaching – extending hands or arms in any direction.	X
Crawling – moving about on hands, knees, or hands, feet.		Repetitive Motion – substantial movements of wrists, hands, fingers.	X
Crouching – bending body forward by bending leg, spine.	X	Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	X
Feeling – perceiving attributes of objects by touch with skin, fingertips.	X	Standing – for sustained periods of time.	X
Fingering – picking, pinching, typing, working with fingers rather than hand.	X	Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	X
Grasping – applying pressure to object with fingers, palm.	X	Talking 1- expressing ideas by spoken word	X
Handling – picking, holding, or working with whole hand.	X	Talking 2 – shouting to be heard above ambient noise.	
Hearing 1 – perceiving sounds at normal speaking levels, receive information.	X	Visual Acuity 1 - prepare, analyze data, transcribing, computer terminal, extensive reading.	X
Hearing 2 – receive detailed information, make discrimination in sound.		Visual Acuity 2 - color, depth perception, field of vision.	
Kneeling – bending legs at knee to come to rest at knees.	X	Visual Acuity 3 - determine accuracy, neatness, observe facilities/structures.	X
Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.	X	Visual Acuity 4 - operate motor vehicles/heavy equipment.	X
Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.	X	Visual Acuity 5 -close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.	
Pulling - use upper extremities to exert force, haul or tug.	X	Walking - on foot to accomplish tasks, long distances, or site to site.	X

**TYPE OF WORK**

Work performed is primarily:

- Sedentary work:* Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
- Light work:* Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
- Medium work:* Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Heavy work:* Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects
- Very heavy work:* Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

**WORK ENVIRONMENT**

- Contact with internal and external customers, vendors, outside agencies and the general public.
- May be required to work hours other than the regular schedule including nights, weekends, and holidays.

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions described herein. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

***The City of Fort Myers has the right to revise this job description at any time. This description does not represent in any way a contract of employment.***

**JOB DESCRIPTION APPROVAL:**

\_\_\_\_\_  
Department Director Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Director Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of HR Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of HR Print Name

\_\_\_\_\_  
Date

By signing below, the employee acknowledges receipt of this job description:

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Print Name

\_\_\_\_\_  
Date