



Title: Economic Development Manager

Pay Grade: Exempt Classification Grade 20

Department: Community Development

Reports To: Director of Community Development

Purpose of Position

This position oversees and facilitates the city's innovative economic development efforts and is responsible for proactively marketing the city to attract regional, state, national and international businesses. The position will be responsible for retention, expansion, and recruitment/attraction programs through strategic financial incentives, economic development incentive structures, and program development and administration. The economic development manager has considerable interface with other city departments, the community and business leaders.

Supervision Received

Work is performed under general direction of the director of community development.

Supervisory Responsibilities

The economic development manager may supervise a small team.

Essential Functions

The following duties and responsibilities are typical for this position. These are not to be construed as exclusive or all-inclusive; other duties or responsibilities may be required and assigned.

- Plans economic development strategy to implement the city's economic development plan recommendations.
- Proactively seeks opportunities to expand, attract, retain, and/or recruit local and new businesses to the city, including developing and implementing marketing and promotional strategies to promote the city for economic development.
- Builds and maintains relationships with local businesses to address their needs, facilitate their long-term viability and promote expansion in New Albany.
- Builds relationships with community partners and the economic development community including but not limited to JobsOhio, One Columbus, MODE, MORPC, NAIOP, chambers of commerce, schools, and workforce development pathways.
- Conducts or coordinates outreach opportunities to address the needs of businesses with regard to barriers to entry, workforce, and removal or mitigation of barriers to success.
- Meets with existing and new businesses about city procedures, plans, location opportunities, and other business resources; assists with business retention and expansion strategies; assists businesses with the plan review and permitting processes to hit target dates.

- Assists director in creation of key indicators of success to measure and monitor performance indicators of the economic development performance.
- Assists in the development and administration of financial incentive programs, including the preparation of annual reports required by the state and the city.
- Represents the department and/or the city on various teams and committees; attends various boards to make presentations, coordinate and facilitate discussions, provide reliable information on economic development issues, prepare and present activities updates, and plan and implement various projects related to economic development.
- Prepares professional written reports, recommendations, and presentations regarding personal and board activities related to economic development.
- Delivers professional presentations detailing activities related to economic development, including reports to city council and business surveys.
- Assists in the supervision and oversight of department interns and consultants working on contracted projects and tasks as necessary.
- Manages and coordinates the planning and implementation of the economic development work programs including business attraction, retention, job creation, business assistance, marketing, and related functions.
- Communicates and coordinates with real estate professionals interested in establishing businesses in the city.
- Assists in the development of schedules, guidelines and strategies for the implementation of economic development and real property activities, including but not limited to, property acquisition and disposition, developer selection and negotiations.
- Assists with negotiations related to purchase, lease, or voluntary transfer of property and easements, clearing of title and processing of claims for damage.
- Reviews analysis, documents and reports prepared by consultants and staff to ensure accuracy, completeness and appropriateness.
- Supervises employees by providing training, coaching, and feedback, evaluating performance, recommending & implementing corrective action when necessary; involved in the hiring and selection process; approves leave and overtime.
- Keeps abreast of legislative developments which may impact economic development programs, policies and/or procedures, and implements approved follow-up action.
- Monitors economic development expenditures ensuring programs are kept within established limits.
- Attends and participates in various board and commission meetings such as CIC meetings; may act as a staff resource to various sub-committees and city staff; presents to a variety of audiences.
- Prepares or arranges documents related to economic development transactions including, but not limited to, easements, conveyances, notes, deeds of trust, grant deeds, rights of entry, licenses, permits, re-conveyances, and agreements.

- Monitors contracts and agreements relating to economic development or property management activities which involve payments or financial calculations.
- Analyzes economic data and prepares long-term business and financial forecasts in coordination with other city employees.

Qualifications

This unclassified position, at a minimum, will require a Bachelor's Degree with major coursework related to the duties of the position. Such economic development related majors could include regional planning, civil engineering, public administration, business administration or a related field; a Master's Degree is preferred. The incumbent must also have at least five (5) years of progressively responsible experience in planning, community or economic development; or, the equivalent education and experience that would provide the necessary knowledge, skills and abilities required of the position. Other requirements include a valid Ohio Driver's License and the ability to maintain insurability under the city's vehicle insurance policy.

The economic development manager will have a savvy business acumen, is an energetic, creative problem solver with a proven commitment to excellent customer service, exhibiting honesty, candor, and the highest ethical standards in a respectful manner as part of a team-oriented approach that builds internal and external trust. The economic development manager leads by example as a representative of the entire city organization and actively seeks out opportunities to develop relationships throughout the organization and the community. The incumbent must be resilient to move past and remove obstacles to achieve success. Patience and skillfulness in explaining complicated concepts to all facets of the community are key qualities. Excellent public presentation skills are a must. The economic development manager recognizes and nurtures individual talents that enhance job satisfaction in a high performing department environment and possesses a keen ability to motivate staff while simultaneously exhibiting the strong leadership necessary to effectively challenge the department to achieve even greater levels of success.

Knowledge, Skills and Abilities

Ability to: negotiate complex economic development agreements; to navigate political environments to achieve results; read, understand, interpret, and critically evaluate planning documents, construction documents and engineering plans; change tactics or direction as needed to adapt to changing economic development conditions; develop and standardize procedures and methods to improve the efficiency and effectiveness of projects and activities; receive, investigate, and respond to problems and complaints in a professional manner and take necessary corrective action; have regular and predictable attendance; operate a city vehicle; work irregular hours (evenings, weekends, holidays); operate in the absence of clear expectations, precedence, or procedures; use independent judgment, common sense, and principals of influence and rational systems in the performance of tasks; handle confidential material in strict confidence; behave in a friendly, understanding, helpful, and professional manner with co-workers, supervisors and the general public; research and write economic development reports for the city; establish, develop and maintain positive working relationships with community stakeholders, city council, members of the management team, board and commission members, and all other staff in order to support a high level of organizational performance; guide current and prospective businesses through the development process; apply innovative and creative approaches in developing economic development solutions.

Knowledge of: how businesses allocate resources and make decisions; current and future trends affecting businesses and economic development; land use and business development principles, practices, concepts, procedures, and methods; city operations, principals, practices, and policies and procedures related to community and economic development; supervisory policies, disciplinary procedures, performance evaluations, scheduling, department directives, procedures, and regulations.

Skilled in: public presentation skills, both orally and in writing, to a variety of audiences inside or outside the organization; determining methods and means to achieve results; the use of development required computer applications, programs or systems; composing correspondence, using proper grammar and punctuation; patiently communicating with internal and external stakeholders, explaining highly

complicated or technical systems to general audiences in order to educate or provide information to the public.

Summary

This position requires exceptional knowledge, skills and abilities in economic development. The economic development manager displays a positive, collaborative leadership approach to problem solving with a proven commitment to customer service. This innovative leader will have a track record of building strong, positive relationships and partnerships with residential and corporate interests. The economic development manager understands the relationship between the various functions within the department, the city and business community to recruit, retain and expand the economic development interests of the city.

This position description contains the essential functions for purposes of 42 USC 12101. However, it is not intended to be the only duties and responsibilities to be performed by the position incumbent. The City retains the right to modify the duties and responsibilities of this position at any time.

The City of New Albany does not unlawfully discriminate on the basis of race, color, national origin, ancestry, sex, religion, military/veteran status, age, disability, or genetic information in employment.

Created: October 14, 2020