

CITY OF FEDERAL WAY

CLASS TITLE: ECONOMIC DEVELOPMENT DIRECTOR

CLASS CODE: 2112

DEPARTMENT: Mayor’s Office	DIVISION:
EEO: Executive/Official (1)	FLSA STATUS: Exempt

BASIC FUNCTION:

Under the direction of the Mayor and City Administrator, the Economic Development Director directs, plans, leads, coordinates, supervises and manages economic development activities and operations and the downtown revitalization functions for the City. This includes preparing and managing the economic development budget and recommending policy, infrastructure, marketing, recruitment, and negotiations for new development.

ESSENTIAL JOB FUNCTIONS:

Direct, plan, organize and supervisor the City’s economic development program to enhance the economic health and vitality of the city; develop, recommend and implement short and long-range economic revitalization strategies or the City and its business districts; develop and manage programs to recruit and retain businesses and aid businesses seeking expansion in accordance with state and federal laws and City code.

Develop and maintain professional working relationships with local agencies, developers, private consultants, citizen groups, community service organizations, and others to retain and recruit business and economic development to the City of Federal Way; develop effective marketing strategies and tools to attract businesses and development.

Plan, organize and coordinate economic development projects; prepare requests for qualifications and proposals; establish scopes of work for consultants; negotiate and manage the work of consultants and contractors.

Develop and implement strategic redevelopment assistance opportunities; assist businesses interested in locating in Federal Way to identify suitable properties for their enterprises; build and maintain relationships with Federal Way brokers and property managers to understand available products and market conditions within the City.

Determine consultant requirements; select consultants and negotiate contracts; oversee and coordinate special projects, administer contracts for services according to established guidelines for the department; control and authorize expenditures in accordance with established limitations.

Prepare and present staff reports to City Council, Planning Commission, advisory committees, the public, and other groups to explain technical aspects of the City’s economic development projects and programs.

Staff, train, supervise and evaluate the performance of assigned economic development staff. Prioritize and assign work to assure efficient economic development activities and programs;

assess and monitor workload, administrative support systems; identify opportunities for improvement and recommend and implement changes.

Coordinates and staffs the City's Lodging Tax Advisory Committee (LTAC).

Prepare the economic element of the Comprehensive Plan, and formulate strategies for implementing economic policy; develop and maintain an overall economic development plan for the city.

Provide representation to a variety of boards and commissions; attend and participate in professional groups and committees.

Participate as a member of the City's Management Team to assist in planning, organizing, and administering policy. Coordinate economic development activities with those of other departments and offices to assure a consistent approach towards common projects and interests.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Principles and practices of economic development.
- Organizational and management practices as applied to the analysis and evaluation of economic development programs, policies and operational needs.
- Modern and complex principles and practices of program development and administration.
- Economic analysis techniques related to market, feasibility, and impact studies.
- Methods and techniques of effective technical report preparation and presentation.
- Research methods and sources of information related to economic development.
- Negotiation, mediation and facilitation skills, techniques and procedures.
- Applicable laws relating to growth management, SEPA, real estate and land use.
- Correct English usage, grammar, spelling punctuation and vocabulary.
- Group dynamics and methods of encouraging citizen participation.
- Supervisory responsibilities including recruitment, selection, training, evaluation, and performance management of assigned staff.

ABILITY TO:

- Plan, organize, direct, and coordinate the work of professional and technical personnel; delegate authority and responsibility.
- Provide administrative and professional leadership and direction for the economic development program.
- Identify and respond to community and City Council issues, concerns, and needs.
- Develop, implement, and administer goals, objectives, and procedures for providing effective and efficient economic development services.
- Ensure project compliance with Federal State and local rules, laws and regulations.
- Interpret and apply pertinent laws, rules and regulations.
- Prepare and analyze technical and administrative reports, statements, and correspondence.
- Work effectively with others to achieve personal, team, department and citywide goals.

- Anticipate customer needs and give high priority to customer service and satisfaction.

ENVIRONMENTAL CONDITIONS/PHYSICAL EFFORT:

Work is performed primarily in an office environment, with some field site inspection work required. Field work is performed outdoors in all weather conditions. Position may require travel to a variety of locations to perform work or attend meetings. Employee may be exposed to conditions and hazards from obstacles, heights and open trenches associated with construction sites.

Notes:

(1) All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of other employees.

(2) While requirements may be representative of minimum levels of knowledge, skills and abilities, to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

(3) This job description in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

EDUCATION AND EXPERIENCE:

Bachelor’s degree in Urban Planning, Economics, Business/Public Administration, or closely related field and seven years of increasingly responsible management experience related to economic development, commercial real estate development, community development, or closely related-field.

ORIGINATED: March 2022	REVISED:
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