



JOB DESCRIPTION

JOB TITLE: Economic and Community Development Director
REPORTS TO: City Administrator/CFO
PAY GRADE: 23

DATE: 04/15/2024
FLSA: Exempt

SUMMARY:

Responsible for effectively leading the City's economic and community development functions which include overseeing the strategies, operations, marketing, and programs related to expanding existing businesses and attracting new businesses, services, and industry.

ESSENTIAL FUNCTIONS:

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Develops and executes a comprehensive strategy for discovering and recruiting new businesses to the City of Box Elder.
- Actively pursues and encourages business ventures to locate to our community.
- Manages economic development plans, policies, programs, projects, and activities of the City.
- Directs and promotes City economic and business development initiatives; performs outreach and marketing for interested businesses.
- Researches, analyzes and develops a database to determine economic climate for such issues as marketing trends, building sites, operating costs, taxes, transportation, community factors, raw materials, etc.
- Identifies and leverages local resources with private and public resources at the local, state, and federal levels in order to increase economic development activity.
- Collaborates with City departments and external partners to address community development needs, such as affordable housing, infrastructure improvements, and recreational amenities.
- Develops a departmental budget that aligns with development and marketing priorities; ensures that funds are used efficiently and effectively to support economic growth and enhance the quality of life for residents of Box Elder.
- Negotiates and administers vendor and partner contracts as needed; coordinates RFP process for contractors/vendors.
- Attends City Council meetings and provides an activity report of pertinent business and community happenings in the City.
- Collaborates with GOED, BEEDA, and the Chamber to provide business assistance and act as a resource for new and existing local businesses.
- Provides information to the Public Information Officer to ensure that the City website and social media accounts featuring local business news and membership directory are available, and up-to-date with accurate information.

ESSENTIAL FUNCTIONS: (continued)

- Ensures compliance with insurance, legal, health, and safety obligations (federal, State of South Dakota, and local regulations and requirements).
- Attends meetings, completes special projects, and makes presentations as requested.
- Promotes and supports the overall mission of the City by demonstrating courteous and cooperative behavior when interacting with the public and staff; acts in a manner that promotes a harmonious and effective workplace environment.
- Performs related duties as assigned.

QUALIFICATIONS:

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.

Education and Experience:

Bachelor's degree in degree in economic development, urban planning, business administration, or a related field AND five (5) years in economic development, community development, or a related field, two (2) years of which were in a supervisory role; OR an equivalent combination of education, training, and experience.

Required Certificates, Licenses, and Registrations:

Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

- Driver's license.

Required Knowledge and Skills**Required Knowledge:**

- Principles and practices of Business law, and contract/lease negotiations.
- Principles and practices of economic and business development.
- Marketing and advertising techniques.
- Project management principles and practices.
- Administrative principles and practices, including goal setting, program development, implementation and evaluation, and the management of employees.
- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline.
- Principles and practices of developing teams, motivating employees, and managing in a team environment.
- Principles and practices of budget development and administration.
- Applicable laws, codes, and regulations.
- Computer applications related to the work including Microsoft Word, Excel, and Outlook.
- Record management principles and practices.
- Techniques for working collaboratively with a variety of individuals from various socio-economic, ethnic, and cultural backgrounds.
- Techniques for making effective public presentations.

Required Skills:

- Planning, organizing, supervising, reviewing, and evaluating the work of others.
- Developing and implementing goals, objectives, policies, procedures, and work standards.
- Ability to work independently and responsibly while managing numerous projects.
- Developing effective work teams and motivating individuals to meet goals and objectives and provide customer services in the most cost-effective and efficient manner.
- Negotiating contracts and agreements.
- Demonstrating excellent written and verbal communication skills through clear and concise communication with staff, department leaders, community members, and government officials.
- Exercising sound independent judgment within established procedural guidelines.
- Using tact, discretion, initiative, and independent judgment within established guidelines.
- Preparing clear and concise reports, correspondence, and other written materials.
- Contributing effectively to the accomplishment of team or work unit goals, objectives, and activities.
- Establishing and maintaining effective working relationships with a variety of individuals contacted while performing work duties.

GUIDELINES:

Guidelines include the International Economic Development Council Code of Ethics and City and department policies and procedures. These guidelines require judgment, selection, and interpretation in application.

SUPERVISORY CONTROLS:

The City Administrator/Chief Financial Officer assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

CONTACTS:

Contacts are typically with department personnel, other City employees, elected and appointed officials, representatives of external agencies, contractors, members of the news media, attorneys, and members of the general public.

Contacts are typically to give or exchange information, resolve problems, provide services, motivate, and direct employees, and settle matters.

PHYSICAL/MENTAL REQUIREMENTS:

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

Mobility to work in an office setting, use standard office equipment and stamina to sit for extended periods of time; strength to lift and carry up to 50 pounds; vision to read printed

PHYSICAL/MENTAL REQUIREMENTS:(continued)

materials and computer screens; hearing and speech to communicate effectively in person or over the telephone.

WORKING 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

Work is performed in an office setting. Work is subject to travel to a variety of City locations.

Regular out-of-state domestic travel will be required for attending conferences, trainings, etc. The mode of travel will be determined by the City and may include air, train and/or vehicle depending on the distance and duration of the event.