

CITY OF WINTER GARDEN
Classification Description

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| CLASSIFICATION TITLE: | Economic Development Director | FLSA Status: N |
| DEPARTMENT: | Executive | Union Status: N/A |
| Job Code 136 | | |

WORK OBJECTIVE

Under the direction of the City Manager, performs highly professional management, administrative and supervisory duties to plan, direct, and coordinate the City's economic development, redevelopment and planning agendas, as well as business assistance activities. Duties include the development, implementation and maintenance of strategies and programs geared to promote and address the City's growth and development needs. The Economic Development Director has considerable independence to undertake and coordinate a variety of activities and projects to accomplish broad economic development and planning goals in the City.

ESSENTIAL FUNCTIONS

- Serves as a liaison between the local government and the chamber of commerce, merchants associations, economic development districts, redevelopment agencies, and other public, private or nonprofit groups and associations by helping to negotiate comprehensive development agreements, evaluating fiscal impacts, communicating decisions, and presenting reports and agreements to the City Manager and City Commission.
- Leads new businesses through the planning, zoning and building permitting process from the conception to completion.
- Prepares a variety of studies, reports and related information for decision-making purposes.
- Conducts technical research studies and prepares statistical reports and recommendations for drafting or revising local legislation and plans, projecting trends, monitoring socio-economic data, etc.
- Monitors local, state and Federal legislation and regulations relating to economic development, and reports findings, trends and recommendations to supervisor.
- Prepares graphics, charts, tables, promotional materials, etc. for economic development activities.
- Serves when assigned as a member of an economic development task force composed of private, local, county or state groups.
- Prepares, writes and administers grant applications related to economic development.
- Coordinates and manages professional service contracts, as assigned.
- Knowledge of word processing, spreadsheet and database management software.

MINIMUM QUALIFICATIONS

- A Bachelors degree (Master's preferred) in urban planning, business or public administration, economics, marketing, finance, or a related field, and
- Five years experience in business, industrial or community development and real estate which includes the design, negotiation and/or implementation of business assistance programs and real estate contracts; or
- Any equivalent combination of education and experience, additional education substituting on a year for year basis for the required experience.
- Considerable knowledge of business development; considerable knowledge of economic development; working knowledge of municipal zoning and infrastructure; working knowledge of planning programs and processes.
- Skilled in the operation of tools and equipment.
- Ability to analyze and communicate effectively orally and in writing with industrialists, architects, contractors, developers, owners, supervisors, employees, and the general public; Ability to establish effective working relationships.

KNOWLEDGE, SKILLS AND ABILITIES

- Valid Florida Driver's License or ability to obtain one.
- Personal computer, including word processing; motor vehicle; calculator; phone; copy and fax machine.

WORKING ENVIRONMENT/CONDITIONS

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

- Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- While performing the duties of this job, the employee is occasionally required to stand or sit; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk or hear.
- The employee must occasionally lift and/or move up to 10 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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

- While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, or airborne particles.
- The noise level in the work environment is usually quiet in the office, and moderate in the field.
- The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel classified in this position. This job description is subject to change as the needs and requirements of the change.

The City of Winter Garden is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Winter Garden provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Name (Print)

HR Representative's Name (Print)

Employee Signature

HR Representative's Signature

Date

Date