



Economic Development Manager

General Information

Classification Code:	MGRPGR
Effective Date:	January 12, 2022
Pay Grade:	D61
FLSA Status:	Exempt

Position Summary

Under supervision of the City Manager’s Office, the Economic Development Manager performs complex, professional-level duties managing the City’s Economic Development program. Develops, recommends, promotes and implements goals, strategies, and policies to provide businesses, community organizations, and citizens with information, guidance, support and an environment which encourages employment, tourism development, and community services opportunities. Conducts research and provides analysis on economic health, real estate trends and commercial development of property including business recruitment, job development and business retention strategies. Executes substantial real estate transactions. Requires a high degree of professionalism, problem-solving skills, and the frequent use of independent judgment. Performs related duties as assigned.

Classification Characteristics

The Economic Development Manager falls under the Manager/Program Manager classification and is responsible for interpreting and carrying out the programs or objectives set by Senior Program Managers or Executive Managers and decides how best to use the assigned resources. Manager/Program Managers have responsibility for one or two program areas whereas the higher level classification has responsibility for multiple programs or major project areas.

Essential Duties

The duties listed below are a typical sample; position assignments may vary.

- 1 Supervises various citywide development programs; provides short and long-term planning, development, implementation and evaluation of assigned programs. Serves as City’s Enterprise Zone Manager and manages the urban renewal agency’s activities.
- 2 Manages and supervises staff to include: scheduling, prioritizing, assigning, monitoring and reviewing work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures, and maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations
- 3 Performs administrative oversight of agreements, contracts, grants, and/or regulatory compliance issues. Negotiates contracts, development agreements, authorizes payments and administers various funding sources.
- 4 Designs, implements, and monitors the success of economic development programs such as business attraction, small business assistance, commercial revitalization, business retention and marketing key development sites. Evaluates progress and provides program status to funding agencies and officials
- 5 Develops, prepares, administers, and monitors budgets.
- 6 Provides City representation and serves as liaison for a variety of meetings, advisory groups, boards, committees, agencies, councils, and/or other related groups. Serves as a liaison between property owners, businesses, City staff, and others regarding development projects and programs. Develops partnerships with outside agencies and business/property owners and works effectively with the community. Attends and

Essential Duties	
	participates in professional group meetings; stays abreast of new trends and innovations in economic development.
7	Coordinates communications with the news media as the primary City contact on economic development and urban renewal issues. Manages the City's role in promoting reinvestment and revitalization of commercial districts.
8	Prepares written and oral reports for committees, commissions and the City Council. Reviews, prepares and presents briefings, and reports on programs and projects including lobbying materials.
9	Advises senior staff and elected officials on relevant issues that generate public contact; Counsels small-business owners on ways to improve profitability and the appropriateness of real estate acquisition.
10	Coordinate and oversees the preparation and implementation of special projects, activities and events for the business community.
11	Formulates funding strategies; evaluates and recommends existing and possible future incentives to encourage business investment.
12	Negotiates sale and purchase of property, leases, and trades. Plan, direct, or coordinate the selling, buying, leasing, or governance activities of commercial, industrial, or residential real estate properties.
13	Receives, investigates, and responds to public inquiries, problems and complaints in a professional manner, identifies and reports findings, and takes necessary corrective action. Mediates community disputes or assists in developing alternative plans or recommendations for programs or projects.
14	Performs other duties of a similar nature or level.

Functional Specific Responsibilities	
N/A	

Qualifications	
Minimum Qualifications:	
Bachelor's Degree in a related field; and 5-7 years progressively responsible experience in a field related to area of assignment; and 1-2 years of program and or personnel management experience or equivalent combination of knowledge, skills, education, and experience in order to successfully perform the job.	
Licensing/Certifications:	
<ul style="list-style-type: none"> • A valid Oregon driver's license at time of appointment. 	
Technology Skills:	
<ul style="list-style-type: none"> • Accounting software — BOARD; Peoplesoft Financials • Cloud-based data access and sharing software — Dropbox; Google Drive; Microsoft SharePoint • Data base user interface and query software — Microsoft Access; Microsoft SQL Server; Structured query language SQL • Desktop publishing software — Adobe Systems Adobe InDesign; Microsoft Publisher • Electronic mail software — Email software; Microsoft Outlook • Internet browser software — Microsoft Internet Explorer; Mozilla Firefox; Web browser software • Office suite software — Microsoft Office • Presentation software — Google Slides; Mentimeter; Microsoft PowerPoint • Project management software — Confluence; Microsoft Project; Microsoft Teams; Oracle Primavera Enterprise Project Portfolio Management • Spreadsheet software — Microsoft Excel • Video conferencing software — Cisco Systems Webex; Google Meet; LogMeIn GoToMeeting • Web page creation and editing software — Adobe Systems Adobe Dreamweaver; LinkedIn • Word processing software — Microsoft Word 	

Qualifications

Knowledge Required:

- Administration and Management — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- Communications and Media — Knowledge of media production, communication, and dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media.
- Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Economics and Accounting — Knowledge of economic and accounting principles and practices, the financial markets, banking, and the analysis and reporting of financial data.
- English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Law and Government — Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- Mathematics — Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
- Sociology and Anthropology — Knowledge of group behavior and dynamics, societal trends and influences, human migrations, ethnicity, cultures, and their history and origins.

Skills:

- Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Reading Comprehension — Understanding written sentences and paragraphs in work related documents.
- Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Speaking — Talking to others to convey information effectively.
- Writing — Communicating effectively in writing as appropriate for the needs of the audience.
- Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.
- Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.
- Systems Evaluation — Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.
- Coordination — Adjusting actions in relation to others' actions.
- Negotiation — Bringing others together and trying to reconcile differences.
- Operations Analysis — Analyzing needs and product requirements to create a design.
- Persuasion — Persuading others to change their minds or behavior.
- Time Management — Managing one's own time and the time of others.
- Management of Personnel Resources — Motivating, developing, and directing people as they work, identifying the best people for the job.
- Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Service Orientation — Actively looking for ways to help people.
- Learning Strategies — Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- Mathematics — Using mathematics to solve problems.

Qualifications

Abilities:

- Oral Expression — The ability to communicate information and ideas in speaking so others will understand.
- Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.
- Written Comprehension — The ability to read and understand information and ideas presented in writing.
- Written Expression — The ability to communicate information and ideas in writing so others will understand.
- Deductive Reasoning — The ability to apply general rules to specific problems to produce answers that make sense.
- Problem Sensitivity — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- Speech Clarity — The ability to speak clearly so others can understand you.
- Inductive Reasoning — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- Speech Recognition — The ability to identify and understand the speech of another person.
- Information Ordering — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- Fluency of Ideas — The ability to come up with a number of ideas about a topic (the number of ideas is important, not their quality, correctness, or creativity).
- Near Vision — The ability to see details at close range (within a few feet of the observer).
- Originality — The ability to come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem.
- Visualization — The ability to imagine how something will look after it is moved around or when its parts are moved or rearranged.
- Category Flexibility — The ability to generate or use different sets of rules for combining or grouping things in different ways.
- Far Vision — The ability to see details at a distance.
- Mathematical Reasoning — The ability to choose the right mathematical methods or formulas to solve a problem.

Physical Requirements

Key	None 0% (0 hrs.)					Seldom 1-10% (Up to 1 hrs.)					Occasionally 11-35% (Up to 3 hrs.)					Frequently 36-75% (3-6 hrs.)					Continuous 76-100% (6+ hrs./day)				
	0%	1-10%	11-35%	36-75%	76-100%	0%	1-10%	11-35%	36-75%	76-100%	0%	1-10%	11-35%	36-75%	76-100%	0%	1-10%	11-35%	36-75%	76-100%					
BODY POSITIONS										PUSH/PULL															
Standing				X		0-10 lbs.				X															
Sitting					X	11-20 lbs.		X																	
Walking – Even Surface		X				21-50 lbs.		X																	
Walking – Uneven Surface		X				51-75 lbs.	X																		
Kneeling	X					76-100 lbs.	X																		
MOVEMENTS										ENVIRONMENTAL HAZARDS															
Bending/Stooping		X				Indoors															X				

Physical Requirements										
Twisting		X				Outdoors		X		
Crawling	X					Dust	X			
Squatting/Crouching	X					Fumes/Odors/Gasses	X			
Balancing	X					Chemical Agents	X			
Reach – Overhead	X					Biological Agents	X			
Reach – Forward		X				Noise – Low		X		
Reach – Backward	X					Noise – Moderate	X			
Climbing – stairs		X				Noise – High	X			
Climbing - ladder	X					Low Light	X			
USE OF HANDS						Heat	X			
Grasping – whole hand		X				Cold	X			
Grasping – pinch grip			X			Restricted workspace	X			
Fine manipulation/feeling			X			Vibration – whole body	X			
Keyboarding				X		Vibration - extremity	X			
LIFT/CARRY						JOB SPECIFIC				
0-10 lbs.			X			Driving – vehicle/equipment		X		
11-20 lbs.		X				Operate foot controls	X			
21-50 lbs.	X					Seeing				X
51-75 lbs.	X					Talking				X
76-100 lbs.	X					Hearing				X
						Extended work hours				X

Classification History

2012.01 Created
 2022.01 Revisions and reformatting by HR

I have reviewed the job description.

Employee: Name _____ **Signature** _____ **Date** _____