**DISCLAIMER**

**This job description is provided for general informational purposes, may not apply to your city's specific situation and should not be considered a comprehensive description of the job position. It should be used for comparative purposes only. The job description should be tailored to reflect the actual qualifications and job duties relevant for this position in the context of your city. You should consult with a human resources professional and your city attorney before taking any action based on this job description.**

**Population: 10,000 – 24,999**

Classification Title: Economic Development Director

Term of Appointment: Full-time position

Probationary Period: One (l) year

**GENERAL NATURE OF WORK:**

The Economic Development Director is responsible for the planning, development, implementation, monitoring, and assessment of all economic development activities for the City. The Economic Development Director, as a City department head, serves as the liaison between Mayor and Council and the City business community and provides high level guidance thereof. Primary focus is on traditional economic development activities (e.g. recruitment, retention, expansion, etc.) with significant concentrations on small business development (e.g. retail, restaurant, hotel, etc.), redevelopment, downtown development, and community engagement.

This position plans, organizes, manages, and directs the day-to-day operations of the Economic Development Department and related staff. Residency in the City service area is required with City residence preferred.

**WORK ENVIRONMENT:**

Primarily mix of office and field indoor sites. Some outdoor activities, night meetings required and some weekend tasks.

**MINIMUM QUALIFICATIONS:**

* Bachelor's Degree, Master's Degree preferred, from an accredited college or university in economic development, public administration, planning, business, public relations, communications, marketing, or related field.
* Demonstrated experience in economic development, community development, local and regional planning, and public administration required; as well as experience in developing and implementing community engagement activities, strategic planning, group facilitation, or other areas aimed at community and economic development objectives.
* Downtown development/redevelopment experience preferred.
* CEcD or AICP, or desire to retain certification, preferred; International Association of Public Participation (IAP2) training considered.
* Possession of a current, valid State of Georgia driver's license.
* Demonstrates ability to develop leadership teams and programs.
* Familiar with various resources available from the State of Georgia, foundations, partnerships, associations, or private sectors that support local economic development.
* Ability to effectively communicate in business English using verbal, written and digital modes.
* Understanding of partnerships and how to develop.
* Ability to coordinate and support collaborative projects involving a number of separate entities.
* Ability to translate group concepts into project plans.
* Ability to effectively communicate with various, diverse businesses, economic development partners, and civic organizations.
* Ability and willingness to perform all administrative, minimal, supervisory and conceptual planning functions to complete projects.
* Self-directed, requiring little supervision.
* Ability to provide oversight and management to related projects and designated staff, as appropriate.
* Ability to complete projects with minimal support and supervision.

This position requires pre-employment, post-accident and random drug testing.