**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: 25,000-49,999**

**Economic Development Director**

The Economic Development Director reports to the City Manager. The responsibilities are:  facilitating economic development planning and business development, retention and expansion of businesses into the City; identifying and fostering economic development growth opportunities; securing funding for economic development activities and programs; assisting local organizations, businesses and individuals with establishing economic development plans and projects; and marketing the City in order to expand economic development. In addition, coordinate economic development initiatives with the Downtown Development Authority (DDA), and Main Street Program, also serves as the principal liaison to the DDA. Partnering with local and county development authorities; local businesses and Chambers of Commerce.

The minimum job requirements are:  Bachelor's degree in Marketing, Economics, Business Administration, Public Administration, Real Estate or a related field supplemented by six (6) years of increasingly responsible experience in Business development, Real Estate development, Economic development, Urban and Regional Planning or a related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job; valid State of Georgia Driver’s License. Certification as an Economic Developer is highly desired.