

CITY OF SHAKER HEIGHTS

Position Vacancy Announcement

FOR IMMEDIATE POSTING

May 14, 2018

Job Title: Director of Economic Development
Department: Economic Development
Salary Range: \$86,836 - \$125,761
Application Deadline: Open until filled

GENERAL DEFINITION OF WORK:

Performs difficult and challenging professional and administrative work planning, developing, administering and implementing the City's economic development programs including efforts to attract and retain business, and increase the City's tax base. Work is performed under the general supervision of the Mayor and the Chief Administrative Officer.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Planning, organizing, administering and implementing the City's economic development strategies and programs.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Identifies the interests and priorities of businesses presently located in the City to assure appropriate and adequate public support for business needs.
- Identifies quality business prospects; maintains effective working relationships with developers, brokers and other resources for bringing business prospects to the City.
- Prepares and analyzes technical and administrative reports, statements, and correspondence; researches economic analysis techniques related to market feasibility and impact studies; and implements recommendations in support of goals.
- Performs analysis related to tax incentives and tax impacts.
- Works with the Communications & Marketing Department to create and implement a marketing and promotional strategy focused on business attraction, retention and expansion. Develops and maintains positive working relationships with existing Shaker businesses to encourage business expansion.
- Maintains inventory of pertinent information and statistics on all aspects of the City necessary for business attraction and retention; maintains a database of business prospects, available land sites and available buildings.
- Develops, recommends, and implements incentive programs for attracting and retaining businesses to and in the City.
- Represents the City's economic interests on appropriate local and regional committees or organizations.
- Meets and works with citizen committees, non-profit organizations, including the Shaker Heights Development Corporation, neighborhood groups and other interested parties concerning economic development issues and the status of programs.
- Participates on City management team.
- Serves as a liaison between City and private sector.
- Primary responsibility for negotiating and administering comprehensive development agreements, evaluating fiscal impacts, communicating decisions, and presenting reports and agreements to Mayor, Chief Administrative Officer and/or Council.
- Acts as City representative in business activities by leading advisory boards and responding to media, citizen, and business inquiries. Develops and participates in special business community events promoting business development.
- Recommends and administers the Economic Development budget.
- Prepares and presents regular progress reports to the Mayor, Chief Administrative Officer, City Council and its committees.
- Supervises department staff, which currently includes two staff members whose functions include economic development and housing rehabilitation and neighborhood engagement programs.
- Works jointly with Mayor to achieve economic and community development goals.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the principles and practices of economic and community development, business marketing and promotion; familiarity with applicable laws, codes, ordinances and regulations concerning land use and the development process, planning, zoning and building; a thorough knowledge of economic development incentives and financing tools, including TIF financing, bonds and revolving loan funds; ability to make public presentations and to prepare and present complex oral and written reports; ability to analyze complex problems and develop comprehensive plans from general instructions; ability to establish and maintain effective working relationships with investors, developers, business leaders, government officials, and other City employees; ability to communicate effectively in written and oral form.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major work in economics, business administration, marketing, planning, public administration, or related field and masters' or other relevant professional degree desirable; considerable professional experience in economic development, preferably in local, state, or regional government.

SPECIAL REQUIREMENTS:

Valid Ohio driver's license.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires balancing, standing, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.

The City of Shaker Heights does not hire individuals who use or test positive for tobacco or nicotine products.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

PLEASE SEND RESUME AND/OR CITY APPLICATION TO THE CITY OF SHAKER HEIGHTS HUMAN RESOURCES DEPARTMENT, 3400 LEE ROAD, SHAKER HEIGHTS, OH 44120.

E-MAIL: human.resources@shakeronline.com Application available online at shakeronline.com EOE