CITY OF DORAVILLE, GEORGIA
POSITION DESCRIPTION

POSITION TITLE:	**ECONOMIC DEVELOPMENT DIRECTOR**
REPORTS TO:	**MAYOR**
DEPARTMENT:	**ECONOMIC DEVELOPMENT**
FLSA STATUS:	**EXEMPT**

SUMMARY OF POSITION:

Performs a variety of administrative, technical and professional work in the preparation and implementation of economic development programs and services. Assists with implementation of downtown development in order to help expand the City's tax base. Work is performed with a high degree of initiative and independent judgment in the preparation and implementation of economic projects within established objectives. Work with Capital Improvement Projects promoting city-wide economic development through education, advertising, networking and other means such as marketing. May liaison with local and DeKalb County Development Authority.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position. The omission of a specific statement from the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Develops continuous and long range expansion projects for the City; gathers, interprets and prepares data for studies, reports and recommendations; coordinates activities with other departments and agencies as needed.
- Solicits prospective businesses and homeowners and prepares information for the specific purposes of advice; makes presentations to supervisors, boards, commissions, civic groups, homeowners associations and businesses. Provides information on annexation and downtown economic development issues, programs, services and plans.
- Develops and maintains a comprehensive inventory of available buildings and sites in the community for economic development purposes; develops and maintains schedule for parcels to be contacted on a weekly basis. Maintains list of City properties and assets for promotion and programming.
- Prepares and maintains information on utilities, taxes, zoning, transportation, community services, enhancing tools, etc.; prepares data sheets, brochures and other information packages. Responds to local citizens and businesses inquiring about local economic development activities and opportunities.

- May confer with the Clerk in gathering existing City information and brochures to be used in the preparation and development projects to be used in press releases and the City newsletter.
- Serves as a liaison between the City and the DeKalb County Development Authority, any local authority, local business associates and other public, private or nonprofit groups and associations interested in development in the City.
- Assists with implementation of downtown development plan; coordinates with existing businesses in the downtown area for facility improvement and coordinates construction for public improvement projects.
- Monitors local, state and federal legislation and regulations relating to economic development and reports findings, trends and recommendations to supervisor.
- Provides marketing services for City.
- Assists with the development and implementation of strategic economic development incentive programs such as Tax Allocation Districts, Downtown Revolving Loan Funds, Business Improvement Districts, other public financing mechanisms.
- Helps provide workforce development and programming that contributes to regional workforce development.
- Maintains an awareness of new development programs, as well as state, local, private and public funding sources and grant opportunities.
- Helps provide small business development.
- Collects, reviews, analyzes and interprets statistical, census and economic data related to economic development.
- Exercises discretion in the performance of the work and regularly uses independent judgment.

DESIRABLE SKILLS AND QUALIFICATIONS:

- At least 3 years progressive experience in a management position with a municipal county governmental or substantially similar agency.
- Supervisory experience preferred.
- Minimum of 6 years experience in economic development, community development, marketing, planning or related field.
- Individual must have the ability to travel in order to fulfill the duties of the position.
- Great communication skills, both oral and written.
- Ability to work with general public, attorneys, engineers, public relations agencies, etc.
- Must possess superior organizational skills.

- Must be able to work effectively with the Mayor, City Council and professional staff members in City government.
- Must be able to function effectively in a work environment in which the employee is exposed to significant public scrutiny and be able to adequately and effectively address public questions and concerns as well as interact with members of the community.
- Performs other related duties as required.
- Must have a Bachelor's degree from an accredited college in business management English, marketing, communications, accounting or related discipline, with a MBA/MPA or MS in related field preferred or equivalent experience preferred.
- Must be able to attend night meetings.
- Must be able to read and interpret ordinances and regulations.
- Must possess and maintain a valid Georgia driver's license.
- Bilingual preferred.
- Certified Economic Development qualifications preferred or gained within 2 years of hire.
- Recognition by the International Council of Economic Developers preferred.

MENTAL AND PHYSICAL REQUIREMENTS:

- Ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

- Ability to communicate orally and to perceive and discriminate colors or shades of colors, sounds, taste, odor, depth, texture, and visual cues or signals.

- Performance of essential functions may require exposure to dirt, dust, pollen, odors, wetness, humidity, rain, fumes, smoke, temperature and noise extremes, hazardous materials, fire, unsafe structures, heights, confined spaces, machinery, vibrations, electric currents, traffic hazards, bright/dim lights, toxic agents, explosives, water hazards, disease, pathogenic substances, or rude/irate customers.

- In compliance with the Americans with Disabilities Act, or other applicable law, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.

OTHER REQUIREMENTS:

- Must be eighteen (18) years of age or older.
- Must be able to work various shifts which include working on weekends and holidays.
- Ability to pass a pre-employment background investigation, to include but not limited to, a physical examination with drug screening and an oral interview.

AT-WILL EMPLOYMENT:

This classification specification does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.

Employment with the City of Doraville is at-will in accordance with Georgia law.

EQUAL OPPORTUNITY:

The City of Doraville is an Equal Opportunity Employer.