

Code: 0310
FLSA: Exempt

CITY OF RAYMORE, MISSOURI
JOB DESCRIPTION

CLASSIFICATION TITLE: ECONOMIC DEVELOPMENT DIRECTOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to develop, promote and implement plans, programs, and policies to attract and retain business and industry to the City.

SUMMARY DESCRIPTION

Under general administrative direction, the Economic Development Director plans, directs, manages, and oversees the activities and operations of the Economic Development Department including programs and projects designed to promote community vitality and encourage efforts to expand the local economy; coordinates assigned activities with other departments and outside agencies.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of 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.

1. Identifies potential short and long-term economic development opportunities; plans and coordinates strategies to implement economic development in the City; designs strategies to attract appropriate quality businesses to the City; provides management and overview of proposed incentive projects to the City Council, Tax Increment Financing (TIF) Commission, and other relevant boards and commissions.
2. Promotes the City to industries and identified regional partners to cultivate interest in prospective economic development projects; attends local, regional, state, and federal conferences; builds relationships with business prospects and those directly related with potential new development.
3. Prepares and coordinates proposals and responses to Requests for Information (RFI), Requests for Proposals (RFP), or other real estate requests; conducts site tours and provides information materials; creates public/private partnerships to enhance economic development and retention activities; maintains communication and works closely with a variety of other local, regional, state, and federal agencies to promote economic development opportunities within the City.
4. Coordinates with internal departments and/or consultants to develop marketing and public relations efforts related to economic development; maintains a database of related information; maintains cooperative marketing efforts with a variety of local, state and federal agencies and educational institutions.
5. Reviews and assists in the development and implementation of the City's economic development strategic plan; researches, analyzes and reports on economic and market trends; monitors local, state and federal legislation and regulations relating to economic development; makes recommendations regarding programs, activities, policies and procedures to further development goals.
6. Assists interested businesses and industries in locating sites, securing City approvals, securing financing, or solving other problems involved with relocation or expansion;

- develops and maintains a comprehensive inventory of available buildings and sites; negotiates for the acquisition/disposition or lease of properties needed for development projects; meets with affected property owners to represent the City's economic development interests; tracks business movement into and out of the City.
7. Consults with their supervisor, the Development Services Director, to develop and implement the departmental budget; monitors expenditures and revenues to ensure compliance with approved budget.
 8. Oversees and coordinates the City's internal economic development team and acts as a staff liaison between the development community and internal departments to provide oversight of economic development projects.
 9. Maintains a comprehensive and current knowledge of applicable policies, procedures, codes, regulations and Missouri State Statutes; conducts research and maintains an awareness of new issues, methods, equipment, trends and advances in the profession; reads updates and other professional literature; maintains professional affiliations; participates in continuing education activities; attends meetings, conferences, workshops and training sessions as appropriate.
 10. Attends meetings, serves on committees, and makes presentations as needed; participates on review committees, policy committees, or other committees; represents the department at community events.
 11. Prepares or completes various forms, reports, correspondence, marketing materials, resolutions, proclamations, ordinances, grant applications, budget documentation, or other documents.
 12. Works closely with the Raymore Chamber of Commerce to identify and address areas of concern within the business community, and promote business growth within the City.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in urban planning, business, economics, public administration or a related field; supplemented by five years of experience in economic development or local government management; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Missouri driver's license.

Preference will be given to applicants with applicable certifications or credentials - or the ability to achieve them (e.g. CEcd).

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyzes to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Human Interaction: Requires the ability to function in a leadership capacity representing the City at various public functions and developing a network of contacts to support the City's economic development work . Includes the ability to make decisions on procedural and technical levels.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

The City of Raymore, Missouri is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Raymore will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.