



# CITY OF PATASKALA

## POSITION DESCRIPTION

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<b>POSITION TITLE:</b>	Economic Development Director
<b>STARTING ANNUAL SALARY:</b>	\$87,608
<b>DEPARTMENT:</b>	Economic Development
<b>POSITION REPORTS TO:</b>	City Administrator
<b>NUMBER OF OPENINGS:</b>	One (1)
<b>FLSA STATUS:</b>	Exempt
<b>CIVIL SERVICE STATUS :</b>	Unclassified

### **JOB DESCRIPTION:**

#### **General Purpose of Position**

- Under the direction of the City Administrator, plans, directs, manages and coordinates economic development activities, programs and services to lead the City's efforts to attract, grow and maintain business and industry.
- Performs a variety of administrative duties, participates in the coordination of related activities with other departments and outside agencies, and provides highly responsible and complex technical analysis.

### **ESSENTIAL FUNCTIONS:**

- Assists in directing and managing the department and implementation of departmental and program goals, objectives, policies and priorities for each assigned service and operational area. Oversees the development and implementation of policies and plans related to economic development programs and incentives, land use, Comprehensive Plan objectives, and related activities.
- Represents the Department to other departments, elected officials, developers, outside agencies and general public; coordinates activities with those other departments and outside agencies; attends and participates in professional group meetings, some of which may be off-site, in order to stay knowledgeable of new trends and innovations in the fields of economic development, land use, and development regulations.
- Provides assistance to the City Administrator and other directors as appropriate; participates on a variety of boards, commissions and committees; provides support to

assigned boards and commissions, which may include the Board of Zoning Appeals, Planning and Zoning Commission and the Pataskala Joint Economic Development (JEDD) Board.

- Initiates contact with real estate developers and owners, business owners and operators and regional economic development agencies for the purpose of facilitating development within the City; responds to and resolves difficult and sensitive citizen inquiries and complaints.
- Maintains a Comprehensive Economic Development Strategy incorporating development sector analysis and community goal identification.
- Identification of grant opportunities and/or other federal, state or additional funding opportunities to partner for development.
- Designs incentive programs, analyzes requests for use incentives, and prepares financial analyses and recommendations to appropriate boards, commissions, and City Council.
- Develops annual operation and capital improvement budgets for submission to the City Administrator and administers department within limits of the approved budget.
- Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- Other related duties as required or assigned by the City Administrator.

## **MINIMUM REQUIREMENTS FOR ENTRY TO POSITION**

### **TRAINING AND EXPERIENCE**

- Bachelor's degree, from an accredited college or university, in Urban and Regional Planning, Business Administration, Economics, Political Science, Public Administration or related field.
- Five (5) years of increasingly responsible experience in economic development, or any combination of training, education, or experience which provides the desired knowledge, skills, and abilities to perform the essential functions of the position. Advanced degree preferred.
- Must have excellent oral and written communication skills;
- Must have ability to prepare reports;
- Must have ability to establish and maintain relationships with elected and other City officials, fellow city employees and the general public;
- Must have a general working knowledge of computers, specifically Microsoft Office programs and/or other applicable programs.
- The ability to operate a motor vehicle for the purpose of traveling to offsite meetings, and

maintain a current, valid license and auto insurance.

**SPECIAL REQUIREMENTS**

- Must be available to work during other than normal business hours.
- Must be able and willing to attend schools, training and workshops as appropriate to enhance job effectiveness.

**PHYSICAL REQUIREMENTS NOT OBVIOUS FROM ESSENTIAL FUNCTIONS**

- None

All resumes will be reviewed and considered for qualifications. The City of Pataskala reserves the right to determine if an applicant meets the essential qualifications of the position.

The City of Pataskala is an equal opportunity employer