

## **CITY OF BELFAST**

### **Job description:**

## **ECONOMIC DEVELOPMENT DIRECTOR**

**NATURE OF WORK:** This is a full-time position which primarily performs a variety of administrative, technical and professional assistance in the administration, management and implementation of Belfast economic and community development plans, programs and services. It also provides supplemental support to the City Manager and City Planner as needed.

The Economic Development Director reports directly to the City Manager.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Pro-actively directs and pursues economic development initiatives to achieve the goals and objectives outlined by the 2010 Belfast Economic Development Plan as may be amended from time to time.
2. Acts as a City economic development strategist and provide assistance in the development of short and long-term economic and community development plans, as well as the gathering of information and preparation of studies, reports and recommendations to achieve such goals. This will involve the preparation and maintenance of information regarding utilities, taxes, zoning, transportation, community services, financing tools and incentives, in order to respond to requests for information for economic development purposes, and the coordination with other departments and agencies as needed.
3. Provide customer driven , problem solving, professional economic development advice, assist in the application and permitting process, and serve as an advocate for economic development in line with the Belfast Comprehensive Plan, the Economic Development Plan, City ordinances and goals established by the City.
4. Promotes the Belfast Business Parks, including promoting the sale of lots, and the orderly development of projects within the Parks as well as future expansion of the Parks. Such actions shall be consistent with the purposes of the Business Parks.
5. Maintained a liaison with various local, state and federal agencies, coordinate projects with agencies as deemed necessary and appropriate, i.e. EDA, RWA, HUD, Eastern Maine development Corporation, Knox Waldo Regional Economic Development Council, Department of Economic and Community Development, Maine State Planning office, regional planning groups, and the Maine State Housing Authority.

6. Provide information, and or make presentations to supervisors, boards, commissions, civic groups, businesses and individuals in the general public regarding economic development issues, programs, services, and plans.
7. Identifies the existing inventory of available building, business and residential development sites within Belfast. This will include both public and private buildings and land areas.
8. Prepares grant proposals and applications, contracts and other necessary documents as required for necessary community services, including community development block grants and the administration of same.
9. Assists with negotiations and the management of professional service contracts, property sales or acquisition and economic development oriented negotiations as assigned.
10. Formulates and implements marketing and business attraction strategies for Belfast.
11. Coordinates the development and processing of economic development financing tools.
12. Assists in the development of community development operations and grant opportunities to enhance infrastructure that will enhance the interest of existing and prospective business and housing opportunities.
13. Serve as a member of economic development groups or task forces that promote economic and community development as deemed necessary and appropriate. While this position will coordinate and cooperate with regional economic groups, the Belfast area Chamber of Commerce and localized economic development groups such as the Downtown Business Group, the Director of Economic Development will nevertheless at all times be directly responsible to the retention and growth of all of the diverse economic sectors within the City and all of its businesses as well as in the creation and attraction of all new ones to the City.
14. Monitor and report on legislation and regulations relating to economic development to the appropriate impacted parties including private business in the City, the City Manager, City Planner, the City Council etc.
15. Maintain strong working relationships with the general public, area businesses, clients, the media and others.
16. Provides additional support to City Manager and City Planner as needed and assigned by the City Manager which may not be strictly tied to a specific economic development matter.

17. Attend professional development workshops and conferences to keep abreast of trends and developments in the field of economic development and to represent the City of Belfast on matters related to economic development.
18. Must have an ability to be a team player and work closely with all city staff.

#### TRAINING AND EXPERIENCE REQUIRED

1. Considerable experience in economic and community development, including administrative responsibility; graduation from a four-year college or university, preferably with specialization in economic and community development or a related field; or any equivalent combination of experience and training.
2. Comprehensive knowledge of business development, factors affecting business and community vitality and community and economic development.
3. Working knowledge of municipal zoning in infrastructure and planning programs and processes.
4. Ability to write and manage grants including Community Development Block Grants.
5. Ability to communicate effectively to groups and individuals, state and federal agency representatives and legislative bodies, engineers, architects, contractors, developers, businesses, supervisors, employees and the general public.
6. Ability to establish working relationships with other organizations in economic development practitioners.
7. Ability to prepare and analyze reports of data, and have the skill in the operation of necessary tools and equipment such as computers, word processing, spreadsheet software and general office equipment.
8. Must have a valid drivers license, a clean criminal record, and have the physical ability to travel routinely and to make site visits which require walking through undeveloped areas. This position will be exposed to construction activities which will include loud noises, dust and dirt as well as all hazards associated with construction activities.