

## **CLASS TITLE: ECONOMIC DEVELOPMENT DIRECTOR**

**PURPOSE OF THE CLASSIFICATION:** Under general direction manages a variety of public initiatives and funding sources to stimulate economic development projects, works closely with several organization on a variety of projects including business, location, retention, and expansion ; considers, evaluates and makes recommendations on proposals from the private development community requesting public incentives and oversees certain staff support for the Mayors' Office of Economic Development and performs other related assigned duties.

### **ESSENTIAL TASKS:**

- Helps to develop economic development short and long-term goals, objectives, policies and priorities for the City
- Oversees economic development activities and proactive strategy related to Tax Increment Finance Districts , tax abatements, business improvement districts and similar City economic development tools;
- Acts as ombudsman to local business community
- Creates, negotiates, and manages City contracts with regional and city organizations related to economic development activities
- Makes feasibility determinations and is involved in negotiations related to proposed developments requesting public assistance
- Supports and provides financial analysis oversight to team to coordinate between City Departments, teams, developers, providing city information to developers
- Manages and evaluates the work of administrative, clerical and technical staff reporting to this position
- Provides technical assistance and ensures staffing related to economic development to several City Boards and Authorities
- Oversees retail development initiatives
- Reports to work on a regular basis

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

### **QUALIFICATIONS:**

Training and Experience: Graduation from an accredited college or university with a master's degree in planning, political science, economics, business/public administration or a related field or law degree; and six (6) years of progressively responsible experience in economic development, land use planning in the public or related activities in the private sector with at least five (5) years of management experience; or an equivalent combination of training and experience, per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities, and Skills: Considerable knowledge of the principles, practices, issues, programs and resources for economic development, business assistance and procedures for fund acquisition; comprehensive knowledge of public/private sector marketing and promotional approaches to stimulate/promote economic activity; comprehensive knowledge of public policy, laws, regulations and procedures pertaining to economic development; comprehensive knowledge of industrial and commercial recruitment/retention methods, real estate, land use planning/development processes, finance alternatives, economic incentive methods and research/analysis and statistics applicable to economic analysis; good knowledge of labor markets; good knowledge of highly technical industries and municipal government administration and budget methods/procedures; good knowledge of financing techniques and procedures relating to real estate, business/industrial development and land financing; and good knowledge of program planning, monitoring and evaluation principles, practices and techniques. Ability to plan and coordinate complex programs with local community and government organizations, meeting established parameters; ability to facilitate priorities and program objectives, providing technical support on economic development issues; ability to communicate effectively, both verbally and in writing, maintaining effective working relationships with individuals, businesses, general public and

internal/external agencies; ability to independently research/analyze data/information and exercise judgment in resolving significant issues, negotiating agreements and contracts effectively and efficiently within time constraints; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop and motivate people at any level within or outside the organization. Applicant must possess skill in the use of computers and related software applications.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to 10 pounds; and may be subject to walking, standing and sitting; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License.

**WORKING ENVIRONMENT:** Working environment is primarily indoors in an office setting; may require working evenings and weekends and traveling to attend meetings and visit development/business sites.

**Class Code: 1115**

**EEO Code: E-02**

**Pay Code: EX-52**

**Group: Clerical and Administrative**

**Series: Urban Development**

**Effective Date: August 7, 2017**