



JOB POSTING

DIRECTOR OF ECONOMIC DEVELOPMENT AND RESIDENTIAL RECRUITMENT

DEPARTMENT: Economic Development

POSTING DATE: October 25, 2016

CLOSING DATE: November 30, 2016

SALARY: \$56,908.61 - \$84,085.97

To perform this job successfully, an individual must perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skills and/or abilities required.

GENERAL STATEMENT OF DUTIES

This position is responsible for the execution of economic development strategies which will result in the recruitment of new commercial and retail businesses, expansion of existing commercial and retail businesses, and the development of new residential ventures to ultimately increase the number of City residents in accordance with all applicable laws and City of Pascagoula policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Serves as the City's economic development recruitment strategist; develops short and long-term economic development plans, as well as collecting data and preparation of studies, reports and recommendations to achieve such goals.
- Directs development of the overall vision for the City's economy consistent with and supportive of the City's economic development goals and Strategic Plan.
- Directs development of specific needs and opportunities for expansion of businesses providing goods and/or services, with an emphasis on expansion of retail shopping and residential development.
- Assists in identifying and prioritizing economic development opportunities for the City.
- Develops an ongoing process to measure progress on key economic development priorities.
- Recruits new businesses via networking, conferences, and direct communications.
- Must remain up to date on national business trends, expansions, and closures.
- Responsible for City incentive programs including researching incentive programs, developing programs and implementing programs; always exploring opportunities for new incentives.
- Develops marketing materials specific for individual properties, centers and areas within the City.
- Responsible for maintaining an available properties database, marketing of database and utilizing database to facilitate development.
- Provides professional planning and development advice in support of the City's Strategic and Comprehensive Plan.
- Negotiates and coordinates professional service contracts.
- Coordinates with City staff and developers to include the preparation of development agreements, develop and execute marketing and business development efforts, coordinate with other County and City agencies, and follow-upon business leads/interested parties.
- Acts as a liaison with state and federal agencies engaged in activities related to residential and business recruitment and expansion.
- Oversees residential recruitment efforts which result in an increase in the number of residents in the City of Pascagoula
- Facilitate residential development including building networks with residential developers, identifying existing parcels conducive to residential development, and mitigating obstacles to residential development.
- Attends professional development workshops and conferences to keep abreast of trends and developments in the field of economic development.
- Any other duties assigned by the City Manager.

SUPERVISORY REQUIREMENT

This position will oversee the duties of an Administrative Assistant.

EDUCATION and EXPERIENCE

Bachelor's degree in Economic Development, Public Administration, Planning or a closely related field, with a minimum of five (5) years substantial technical and planning is required. A Master's degree in a related field is preferred. Extensive progressively responsible experience fulfilling the requirements that results in the required knowledge, skills, and abilities can be substituted.

SPECIAL QUALIFICATIONS

Computer proficiency in MS Word and MS Excel is required; previous experience with MUNIS software is preferred. Thorough knowledge of modern theories, principles and practices of economic development is essential. A thorough knowledge of the community, its needs, growth potential and resources is vital. Certified Economic Developer (CED) and Certified Economic Development Finance Professional (EDFP) are required. A valid driver's license is required.

TRAVEL REQUIREMENT

Travel is required.

LANGUAGE AND REASONING SKILLS

Ability to understand written or oral instructions; read, analyze and interpret complex documents, instruction manuals, policies and procedures is essential. Excellent communication skills are required to effectively present information in a one-on-one, small and large group setting. Strong interpersonal skills are essential to maintain effective working relationships with a wide variety of people. The ability to work effectively and efficiently, under stressful conditions, to ensure deadlines are met is essential. Must have demonstrated, through prior work experience, the ability to identify and resolve complex issues and problems in a courteous and professional manner while adhering to an appropriate policy and procedure.

PHYSICAL DEMANDS

This position requires periods of sustained sitting, standing, and walking and the ability to see, speak, and hear. Work requires physical activity, and occasional light lifting is required. Requires the use of hands and fingers to input data into computer and move materials for special events.

WORKING ENVIRONMENT

This position typically performs work in a well-lit, climate controlled, and adequately ventilated office environment and requires observance of safe work practices, fire regulations, and avoidance of falls, trips, and similar office work hazards. Occasionally, outdoor work may be required when attending special events and functions.

APPLICATION PROCESS

Applications may be picked up at City Hall (603 Watts Avenue) or submitted online at <http://cityofpascagoula.com/employment>

City of Pascagoula is an Equal Opportunity Employer