

## **Economic Developer Grade 24**

### **General Statement of Duties**

Performs difficult professional and administrative work assisting existing business and industry to expand their commercial activities and workforce and recruit new industry and business into the Town's industrial parks, commercial and downtown business districts.

### **Distinguishing Features of the Class**

Full-time position responsible for working closely with the Pitt County Development Commission and other economic development related entities promoting business and economic development interests within the community. This position functions as the primary contact with Town departments and agencies, providing guidance to individuals and companies to establish, relocate, or expand their businesses within the Town. The position includes assistance in the planning and coordination of community development projects to include residential development, grant writing, assisting business and residential applicants with local and state permitting processes, and providing research for Town sponsored projects. The position reports directly to the Town Manager.

### **Duties and Responsibilities**

- Establishes economic development programs and practices that lead to private sector projects in Ayden that result in capital investment, job creation, expanded tax base, creative and niche development, recreation and entertainment venues and other quality development.
- Provides assistance in the development of short and long-term economic and community development plans as well as gathering information and preparing studies reports and recommendations to achieve such goals. This involves the preparation and maintenance of information on utilities, taxes, planning and 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.
- Becomes familiar with the existing inventory of available buildings and businesses, and residential development sites within the Town. These include both public and private buildings and land areas. Assures that a list/profile of existing sites and buildings is available and posted on web based real estate databases.
- Promotes Ayden area industrial parks and downtown business areas and existing vacant industrial and commercial buildings. Promotes the sale of property and the orderly development of projects within the parks and downtown.
- Engages in day-to-day interface with Pitt County Development Commission, North Carolina economic development agencies, Ayden Chamber of Commerce, local real estate brokers and developers, site selection professionals and national real estate brokers and other organizations that relate to economic development.
- Works individually and with community economic development entities to provide support to existing businesses. Develops and nurtures professional working relationships with business owners and managers, and encourages them to expand or locate their operations in the Town. Monitors and anticipates needs- labor, facilities, utilities, training, etc. Communicates with the Town Manager, Mayor and Board of Commissioners, regarding the status and needs of businesses in the Town or businesses interested in locating in the Town.

- Serves as a member of economic development groups and task forces that promote economic and community development at the local, state and federal level.
- Maintains liaison with various local state and federal agencies, coordinates projects, identifies, seeks funding and support, and facilitates the completion of projects and programs that support economic growth within the city.
- Prepares grant proposals, applications, contracts and other necessary documents as may be required for economic development, community services and for support of specific economic development related initiatives.
- Communicates with media regarding projects programs and activities of the Town with regard to economic development.
- Helps write policies and draft incentives designed to attract new business opportunities.
- Monitors legislation and regulations relating to economic development, reports findings to appropriate parties, included the Town Manager and Town Board of Commissioners.
- Attends professional development workshops and conferences to keep abreast of trends and developments in the field of economic development and represent the interest of the Town of Ayden on matters related to economic development.

#### **Knowledge Skills and Abilities**

- Thorough knowledge of the principles and practices of public and economic planning and industrial development. Considerable knowledge of methods and techniques used in business solicitation or industrial promotion, including knowledge of effective incentives designed to attract new business opportunities.
- Considerable knowledge of laws and ordinances affecting economic development, including knowledge of land and building values, urban design, municipal finance, tax credit incentives and funding sources for economic development and/or redevelopment. General knowledge of current and projected economic and employment trends.
- Skill in the collection analysis and presentation of technical data. Able to exercise considerable independent judgment and discretion in establishing, and applying and interpreting policies and procedures. Able to gather, analyze and interpret industrial and economic data and make sound recommendations based on the information.
- Familiarity with the various local state and federal agencies, which provide funding support, and programs which support economic growth.
- Ability to prepare grant proposals, applications, contracts and other necessary documents as may be required for economic development, community services and for support of specific economic development related initiatives.
- Ability to establish and maintain effective working relationships with citizens, business owners, developers, financiers and other government agencies.
- Skilled in public-relations, making presentations, running reports and other communications practices.

#### **Qualifications for Position**

Minimum BA or BS in business, community planning, public administration, economics or closely related fields. MA or MBA preferred. Minimum 2 to 5 years of experience in economic development staff positions at the municipal, county or state level or in a consulting firm working for local governments. Possession of a valid North Carolina driver's license.