



<b>CLASSIFICATION TITLE:</b> Economic Development Manager	<b>JOB NUMBER:</b> 7025	<b>AFFILIATION:</b> Unaffiliated (Non-Union)
<b>REPORTS TO:</b> Development Services Director	<b>PAY GRADE:</b> 27	<b>FLSA STATUS:</b> Exempt "At-Will"

## GENERAL SUMMARY

Performs difficult administrative work building relationships with partners in the community to influence the trajectory of the City's economic growth and sustainability, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the Development Services Director (supervisor). Divisional supervision is exercised over assigned personnel.

## CORE VALUES

All employees are expected to model and foster the City of Richland's core values in the performance of their duties and their interactions while representing the City. The values of *Teamwork*, *Integrity*, and *Excellence* promote and maintain a high level of morale and productivity, and are the tie that binds all City employees together, across all functions.

## ESSENTIAL JOB FUNCTIONS

*To be successful in this position, an individual must be able to perform each essential function satisfactorily. Additional duties of a similar nature and level may also be assigned. The City may make reasonable accommodations to enable a qualified individual with disabilities to perform the essential functions.*

- Develops and maintains professional working relationships with local ports, partnering agencies, developers, private consultants, citizen groups, community service organizations and others to retain and recruit business and economic development to the City.
- Manage the City's economic development activities, including business development and retention, small business strategies, business revitalization and land use planning for retail and commercial development.
- Develops and implements initiatives, strategies and projects in order to accomplish the goals and responsibilities of the Economic Development division to meet and exceed the strategic vision of the City Council related to current and future development.

- Ensures that the City maintains positive relationships with regional economic development partners; works with property owners and tenants to develop and maintain relationships to provide information on vacant or underutilized commercial, office, industrial land or tenant spaces based on desired commercial business activities.
- Initiates and continuously refines plans and actionable strategies to target and attract businesses and industries to the City; coordinates between departments on developing and implementing programs that will improve business climate.
- Oversees and directs the department's recruitment of new business and attracts and retains top businesses and sectors to meet the evolving needs of the community.
- Assists in the development and promotion of the City's legislative platform regarding economic development priorities, and works with outside organizations such as the International Economic Development Council and the Washington Economic Development Association to promote these legislative priorities.
- Provides technical and analytical support to the Economic Development Committee; assists with policy changes when necessary.
- Works in cross-departmental collaboration with all City departments to successfully execute economic development initiatives.
- Supervises assigned staff; evaluates and reviews work performance; works with employees to correct deficiencies; plans, coordinates and arranges for appropriate training of subordinates; documents corrective action and applies City policy, as needed; participates in the interview and selection process of new employees; recommends merit increases, reassignment and promotions according to established guidelines.

## **KNOWLEDGE, SKILLS AND ABILITIES**

*The requirements listed below are representative of the knowledge, skill, and/or ability required to successfully perform the essential functions of the position.*

### **Knowledge of:**

- Applicable Federal, State, and local laws, rules, codes and regulations related to assigned activities, including development regulations.
- Principles and practices relating to overall city operation.
- Principles and practices of community development, planning and development, economic development and redevelopment in a municipal setting.
- Intergovernmental relations, contracts and alternative service methods.
- Planning, organization and direction of municipal services and related staff.
- Written, verbal and public presentation communication skills.
- Administrative principles and practices, including program development, implementation, and evaluation, project management and supervision of staff.
- Strategic planning.

- Principles and practices of budget development and administration, and financial planning and management.
- Modern office practices, methods, procedures and equipment.
- Record-keeping principles, procedures and techniques.

**Skills and Abilities to:**

- Plan, organize and administer economic development operations, activities, budget and staff.
- Assist Development Services Director with professional advice and technical expertise regarding divisional functions.
- Train, supervise and evaluate assigned staff.
- Manage complex projects through to completion.
- Learn, read, interpret, apply and explain rules, regulations, policies and procedures.
- Analyze situations accurately and adopt an effective course of action.
- Research, analyze, and evaluate new service delivery methods, procedures and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with stipulations; effectively administer a variety of community development programs and administrative activities.
- Conduct effective negotiations and effectively represent the City and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory and legislative organizations.
- Communicate effectively both orally and in writing; comprehend and use English effectively including producing all forms of communications in a clear, concise, and understandable manner to intended audiences.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; work independently with little or no direction, set priorities and meet critical time deadlines.
- Operate modern office equipment including personal computer equipment using standard or customized software application programs appropriate to assigned tasks.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Establish, maintain and foster positive and effective working relationships with those contacted in the course of work.

**SPECIAL REQUIREMENTS**

- Valid driver's license.

**EDUCATION AND EXPERIENCE**

Bachelor's degree with coursework in business, economic development, real estate, marketing, finance, planning, or related field and six (6) or more years of experience in economic development, real estate, including two (2) years in a supervisory role, or equivalent combination of education and experience.

## COMPETENCIES

### Managerial

- Develop Effective Intra- and Inter-Departmental Relationships: Works collaboratively with partners within the City and outside of the City to accomplish the best possible outcomes for all parties.
- Manage Resources Effectively: Effectively applies the organization's assets. Makes efficient use of time, money, people, and other resources to accomplish the organization's goals. Provides direction, guidance, and expectations for resource allocation to ensure service is balanced with fiscal responsibility.
- Think and Plan Strategically: Champions new ideas and initiatives and creates an environment that supports continuous improvement. Considers the City's strategic plan when establishing work unit goals and priorities.

### Supervisory

- Foster Teamwork: Builds effective teams committed to organizational goals. Fosters collaboration among team members and among teams. Uses teams to address relevant issues.
- Prioritize Work and Commitments: Develops short- and long-range plans that are appropriately comprehensive, realistic, and effective in meeting goals. Focuses on the most important tasks first and directs others to focus on those tasks. Integrates planning efforts across work units to ensure the most critical work gets done first.
- Drive for Team Results: Demonstrates and fosters a sense of urgency and strong commitment to achieving goals. Encourages others to drive for strategic goals. Persists despite obstacles and opposition. Pursues aggressive goals and works hard to achieve them. Owns the outcomes produced by the team.
- Manage Employee Performance: Guides employees to achieve the highest levels of performance. Sets clear and compelling expectations for performance. Provides frequent and specific feedback to help employees meet or exceed expectations. Maintains effective records related to employee performance. Delivers specific, timely, and meaningful performance reviews.

### Foundational

- Use Technical/Functional Expertise: Displays an appropriate depth of knowledge and skills as required for the position and commensurate with the time in class. Uses technology as appropriate for the position. Seeks additional knowledge and information to continually enhance knowledge in areas of specialty.
- Be Accountable for Performance: Actively shows responsibility, reliability, and trustworthiness. Ensures work and information are complete and accurate. Admits mistakes and looks for ways to improve. Models self as dependable and reliable. Follows up with others to ensure agreements and commitments have been fulfilled. Values the importance of team and organizational success. Independently takes action to influence events, to improve own or organizational performance and to promote the goals of the organization.

- Provide Excellent Customer Service: Anticipates, assesses, and responds effectively to the needs of diverse customers, both internal and external, providing consistently excellent service that is timely, accurate, courteous, and respectful.
- Communicate Effectively: Uses verbal and written skills effectively to ensure that information is successfully shared throughout the organization. Relates well to a range of people. Shows sensitivity to the needs of others. Demonstrates ability to build rapport and facilitates mutual understanding.
- Work Safely: Knowledge and application of relevant safety requirements that apply to the specific work being done. Recognizes and mitigates safety hazards on the job. Observes rules and regulations to comply with personal and workplace safety standards. Works to create a hazard-free, accident-free environment.

## **PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT**




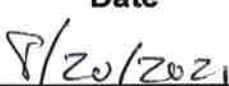

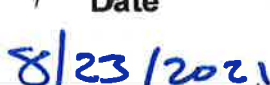
*The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

This work requires regular and punctual attendance at the office or other assigned locations; occasional exertion of up to 10 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires sitting and occasionally requires standing; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

**Authorization (for Archive)**

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

*The job classification does not constitute an employment agreement between the City of Richland and any employee and is subject to change by the City as the needs of the City and requirements of the job change.*

 _____ Human Resources Manager	 _____ Date
 _____ Department Head	 _____ Date
 _____ City Manager or Authorized Designee	 _____ Date