

**TITLE:** Economic Development Director

**GENERAL DESCRIPTION:**

This is a highly responsible director's position involving the direction of the office of economic development.

Work involves responsibility for providing access to information, education, culture, and recreation through books, programs, services, databases, and audio-visual material on a wide range of subjects for economic development. Duties include the policy development, planning, project implementation, budgeting, and personnel administration. The work requires that the employee have thorough knowledge, skill, and ability in every phase of economic development and public relations.

Markets and assists in sale of town owned properties. Assists with the marketing and sales of privately owned properties, rentals and leases.

Maintains up to date inventory of all land and properties for sale, rent or lease.

**SUPERVISION RECEIVED:**

Is interviewed by the EDC Executive Board and works under the administrative direction of the First Selectman and the EDC Executive Board.

**SUPERVISION EXERCISED:**

May supervise employees as the office grows.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Fulfills the goals, objectives, and operations of the Towns Economic Development Office. Maintains records, may supervise staff employees.

Assists in developing the Town's EDC budget. Recommends expenditures, plans and controls expenditures within fund allocations as approved by the EDC Board.

Develops, applies for and administers grants.

May counsel employees and direct training. Recommends hiring of job candidates to EDC Board. May review performance evaluations.

Oversees and coordinates the day-to-day operation of the Office of Economic Development.

Manages EDC website.

Works with other Town departments, the public schools, and Town commission, businesses and community organizations to promote economic development. Participates in regional, state, and national Economic Development associations and other professional organizations to achieve cooperation efforts that enhance the operation of the office of the EDC.

Monitors legislation related to Economic Development Commission and other boards and commissions as needed. Prepares regular reports for all EDC meetings.

Promotes a variety of public relations functions designed to inform the public of Economic Development opportunities.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Grant writing and administration project planning and coordination of marketing and sales.

Public Relations.

Maintain and inventory sales, rentals and leases of all property and land for sale.

Real Estates and Economic Development experience desirable.

**TOOLS AND EQUIPMENT USED:**

Computer system, personal computer, including word processing and database management software, calculator, copy and fax machine, phone and automobile.

**PHYSICAL AND MENTAL DEMANDS:**

The physical demands described here 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. While performing the duties of the job, the employee is frequently required to walk, sit, talk, or hear. The employee is occasionally required to use hands and finger, handle or feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Employee must be able to read, analyze, and interpret complex documents, and respond effectively to sensitive inquiries and complaints. The position requires the ability to define problems, collect data, establish facts and draw valid conclusions, and make effective presentations on controversial or complex topics.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is generally quiet.

**GENERAL GUIDELINES:**

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 description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.