

Interested applicants please submit resume to [jstephens@euharlee.com](mailto:jstephens@euharlee.com). Salary range \$39,000- \$44,000 annually. Position open until filled.



<b>Job Title:</b>	ECONOMIC DEVELOPMENT DIRECTOR	<b>FLSA Status:</b>	EXEMPT
<b>Reports To:</b>	CITY MANAGER	<b>Pay Grade:</b>	RANGE \$39,000 – 44,000 ANNUALLY
<b>Department:</b>	ADMINISTRATION	<b>Last Revision:</b>	
<b>Approved By:</b>		<b>Date:</b>	JULY 8, 2021

**PURPOSE**

This position will provide Citywide economic and community development in support of business attraction, tourism, expansion, retention, marketing and economic research activities; recommend action and assist in policy, procedure, work methods and budget development and implementation related to economic growth, redevelopment and development. Will serve as event coordinator for the Annual Fall Festival and other city events. Serves as the primary liaison between the city and local businesses and organizations.

**ESSENTIAL JOB FUNCTIONS**

Develops general master plan programs for overall planning operations including updates of land use, zoning, subdivision, transportation and housing studies; administers local planning, and transportation planning programs.

Formulate economic development policy recommendations for presentation to the City Council members; present findings and recommendations on economic development matters to the City Manager, City Council members, Planning and Zoning Commission, and Historic Preservation Commission.

Review and recommend development proposals for compliance with various developmental regulations and with principles and practices of effective compliant land use.

Evaluate information to determine feasibility of proposals and identify factors requiring amendment on a frequent basis and advise City Manager of needed amendments.

Administer federal floodplain regulations, City subdivision regulations, City Land Nuisance Ordinance, and code enforcement violations.

Issue or supervise the issuance of zoning use and zoning use compliance permits, i.e., building permits and business licenses.

Attends meetings, seminars and training sessions as required to remain knowledgeable of departmental operations, to discuss planning related subjects and to promote improved job performance.

Perform other related duties as assigned by the City Manager and/or City Council.

**QUALIFICATIONS**

**Knowledge of:**

- Policies, procedures, and activities of City, County, and state code as it pertains to economic development

**Ability to:**

- Compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.
- Read a variety of informational documentation, directions, instructions and methods and procedures.
- Write reports with proper format, punctuation, spelling and grammar, using all parts of speech.
- Speak with and before others with voice control and confidence using correct English and a well-modulated voice.
- Learn and understand complex principles and techniques, to make independent judgments and to acquire knowledge of topics related to the job.
- Record and deliver information to supervisors and elected officials, to explain procedures and policies and to follow verbal and written instructions, guidelines and objectives.

**Education/Training:**

A Bachelor’s degree required in political science, economic development, communications, marketing or a related field. Equivalent work experience can be accepted in lieu of education requirements.

**Experience:**

3 - 5 years of related experience in economic development, within a municipal government.

- Successful track record of planning and executing community events.

**PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS**

- Work is often performed in both outdoors and office environments.
- Should be able to lift at least 20 lbs. consistently.
- May involve standing, sitting, walking and stooping for extended periods of time.
- May also involve pushing, pulling, crawling, kneeling, bending and performing repetitive motions.

*This job description is not intended to be a complete list of all responsibilities, duties or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the needs of the City of Euharlee. Since no job description can detail all the duties and responsibilities that may be required from time to time in the performance of a job, duties and responsibilities that may be inherent in a job, reasonably required for its performance, or required due to the changing nature of the job shall also be considered part of the jobholder’s responsibility.*

**EMPLOYEE ACKNOWLEDGMENT**

I have read this job description and discussed it with my supervisor.

Employee Name	Employee Signature	Date
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Supervisor Name	Supervisor Signature	Date
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