

PERSONNEL COMMITTEE

12-0279R

RESOLUTION APPROVING JOB SPECIFICATIONS FOR THE APPOINTED DEPARTMENT HEAD POSITION OF DIRECTOR OF BUSINESS AND ECONOMIC DEVELOPMENT AND SPECIFYING CONTRACT BENEFITS FOR SAME.

CITY PROPOSAL:

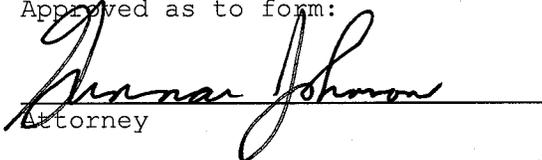
RESOLVED, that the job specifications for the appointed department head position of director of business and economic development, which is filed with the city clerk as Public Document No. _____, is approved; that said appointed position shall be subject to the city's collective bargaining agreement with its supervisory unit employees; and that the pay range for said appointed position shall be Ranges 1135-1170.

FURTHER RESOLVED, the proper city officials are authorized to execute and implement an agreement with the supervisory association to provide for employing a unit member consistent with this resolution.

Approved for presentation to council:


Chief Administrative Officer

Approved as to form:


Attorney

Approved:


Auditor

HR/ATTY TS:cjk 5/22/2012

STATEMENT OF PURPOSE: This resolution approves the job description for Director of Business and Economic Development. The Director of Business and Economic Development shall oversee and direct the management and operations of economic development programs and initiatives within the City. In accordance with Article 8 of the supervisory association collective bargaining agreement, the pay range for appointed director positions is Ranges 1135-1170, \$6155 to \$9322 per month.

DIRECTOR, BUSINESS AND ECONOMIC DEVELOPMENT

SUMMARY/PURPOSE:

The Director of Business and Economic Development oversees the management and operations of economic development programs and initiatives within the City; and is responsible for establishing relationships with and among our economic development partners and building public/private partnerships, trust and credibility throughout the business and development community.

The director is responsible for providing leadership in the development of innovative economic development programs and implementation strategies to promote and support the growth, expansion, and retention of business within the City, creating an entrepreneurial climate, and increasing the tax base in a significant manner. The Director of Business and Economic Development serves as the Director of the Duluth Economic Development Authority (DEDA), reporting to a seven member Board with an economic development mission closely coordinated with the City of Duluth; and is also responsible for communicating and advising the Mayor's Office, City Council, and the business community; interacting with a wide array of organizations and constituents to educate and build awareness of the mission and priorities of the Business and Economic Development department.

Work is performed under the administrative direction of the Chief Administrative Officer and the Mayor with considerable latitude for independent judgment and initiative.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES (Other duties may be assigned):

1. Oversee the development of an economic development master plan for the City.
2. Establish and maintain effective working relationships with the City's local, regional, state and federal economic development partners.
3. Create and maintain a comprehensive economic development database of the City's business development tools and existing business inventory in the City.
4. Coordinate with the City's economic development partners in recruiting new or expanded business opportunities and assisting in providing location and workforce solutions and appropriate financial incentives as needed.
5. Develop methodologies and policies for evaluating and determining the appropriateness of various financial programs and incentives used in securing business expansion in Duluth.
6. Identify assistance opportunities including grants and technical assistance made available by state and federal economic development partners and oversee the administration processes to secure and administer these funds.
7. Negotiate legal documents on behalf of the City of Duluth and DEDA to purchase or sell assets; provide development incentive assistance; or secure professional services among other needs.
8. Coordinate with the Planning and Construction Services department, Engineering and other departments as needed to ensure development projects pass effectively and efficiently through the City's planning and permitting process and are completed in a timely fashion.
9. Oversee the recruitment, selection, training and evaluation of department personnel.
10. Manage and direct the personnel and programs of Business and Economic Development.
11. Direct, develop, plan, and implement long and short term departmental goals and objectives; recommend and administer policies and procedures.
12. Prepare, administer and manage the Business and Workforce Development operational budget.
13. Monitor legislative, regulatory and economic activity related to economic development and evaluate their impact upon the department, City and proposed projects and recommend policy and procedural modifications.
14. Ensure compliance with City and Department policy and union bargaining agreements.

Education and Experience requirements:

- A. Graduation from an accredited college or university with a degree in Economic Development, Business Administration, Real Estate Development, Public Administration, Management, or related field; and
- B. Seven (7) to ten (10) years of progressively knowledgeable and responsible professional experience in business/economic development, planning, business or organizational management, the majority of which shall have been acquired in a managerial capacity; or combination of education, experience, and training considered by Human Resources to be equivalent.

License Requirements:

- A. Possession of a valid Minnesota Driver's License or equivalent.

Knowledge Requirements:

- A. Comprehensive knowledge of economic development principles, methods, techniques and programs.
- B. Considerable knowledge of federal, state and local laws, ordinances and codes pertaining to a wide variety of development topics.
- C. Knowledge of regional and state issues; and local and state economic development programs.
- D. Knowledge of the region's economy, major employers, employment clusters and target industries.
- E. General knowledge of the principles and practices of economic, market and fiscal impact analyses.
- F. Considerable knowledge of principles and practices of organization, administration and personnel management including training and performance evaluation.
- G. Considerable knowledge of the methods and techniques of research and analysis.
- H. Considerable knowledge of the principles of budgeting and finance.
- I. Knowledge of real estate terminology, laws, practices, principles, and regulations.
- J. Knowledge of computer applications including Microsoft Office, Internet applications and GIS.

Skill and Ability Requirements:

- A. Proven management skills and ability to manage day-to-day operations.
- B. Must be skilled in public speaking and possess strong written and oral communication skills. Ability to present technical information to committees in a clear, understandable manner.
- C. Strong customer service initiative coupled with solid interpersonal and public relations skills to work effectively with various officials, staff, citizens and other customers.
- D. Ability to communicate with private/public sectors, including elected officials, special interest groups, real estate and business community.
- E. Strong negotiation skills, and the ability to mediate differences, reach appropriate decisions and drive processes and projects forward.
- F. Strong organizational skills.

- G. Ability to understand and manage high-profile, sensitive or controversial political situations.
- H. Ability to exercise sound and independent judgment within general policy guidelines.

Physical Abilities Requirements:

- A. Ability to work independently to complete assignments from minimal information and general instructions.
- B. Ability to sit or stand for extended periods of time.
- C. Fine dexterity of hands and fingers to operate a computer keyboard, calculator and other office equipment.
- D. Ability to occasionally bend, stoop and reach overhead, above the shoulders and horizontally, to retrieve and store files and supplies, etc.
- E. Ability to transport (usually by lifting and carrying) materials and equipment weighing up to 25 pounds per load for presentation at public meetings.
- F. Ability to hear and speak sufficiently to exchange information in person and by telephone.
- G. Ability to see to read, prepare, and proofread documents for accuracy.
- H. Ability to transport oneself to, from, and around sites of public meetings, programs, and projects.
- I. Ability to attend work on a regular basis.