

SENIOR ECONOMIC DEVELOPER

SUMMARY/PURPOSE

Under general supervision, direction, and guidance, the Senior Economic Developer will lead and oversee the implementation of community economic development goals established by the City of Duluth and Duluth Economic Development Authority. The Senior Economic Developer will coordinate the activities designed to expand existing businesses and develop new businesses.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assess the business and economic development needs of the City of Duluth.
2. Evaluate and update policies, procedures, and objectives that help to expand existing businesses and establish new businesses.
3. Evaluate, modify, and administer new and existing programs that develop new, and expand existing, businesses.
4. Evaluate the creditworthiness and feasibility of projects or developers that are being considered for financial assistance and take action based on the conclusions.
5. Monitor the fiscal and developmental performance of assisted businesses and take all necessary steps to ensure compliance with development objectives.
6. Maintain knowledge of, and administer, economic development programs that provide incentive funds, grants, and loan programs.
7. Provide technical assistance for projects such as new infrastructure development, the redevelopment of substandard buildings and of polluted sites.
8. Maintain and enhance information reporting practices and create and distribute reports and information to City leaders, boards, and committees as well as prospective developers.
9. Collaborate with other City divisions and departments, as well as external sources, to gain information and remain up to date on current trends such as job training, labor availability, site information, utilities, land ownership, public financing programs, tax structures, educational and recreational facilities, community resources, and other needs that affect economic development.
10. Research and create proposals for economic development projects.
11. Maintain contact with business leaders.
12. Identify the needs of existing businesses and identify development opportunities.
13. Lead economic development projects and activities within the City to ensure that projects are completed and compliance is maintained.
14. In collaboration with the supervisor, organize and direct the work activities of assigned team, and determine work priorities, assignments, and work schedules.
15. Provide input on decisions regarding the hiring and discipline of personnel.
16. Establish and maintain positive working relationship with the supervisor and employees by maintaining two-way communication, producing consistent results, advocating for the team when appropriate, and offering expertise to improve processes, systems, and the organization.
17. Other duties may be assigned.

JOB REQUIREMENTS

To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
 - A. Bachelor's degree in Public Administration, Business Administration, Urban Planning, or related field; AND
 - B. Four (4) years of professional experience in Business/Economic Development.
2. Knowledge Requirements
 - A. In-depth knowledge of business operations, including the principles of accounting and finance.
 - B. In-depth knowledge of contract development and business law.

- C. In-depth knowledge of local, state and other economic development programs and funding sources.
 - D. In-depth knowledge of title/real estate transactions and practices.
 - E. Knowledge of the legislative process as it pertains to economic development activities.
 - F. In-depth knowledge of urban planning, land use, and zoning requirements.
 - G. Knowledge of the economic needs of the City and its various neighborhoods.
 - H. Knowledge of marketing and public relations activities.
 - I. Knowledge of effective leadership and personnel practices.
3. Skill Requirements
- A. Skill in making the best use of the resources available for economic development by prioritizing projects using logical assumptions and knowledge of business facts.
 - B. Skill in analyzing the financial needs of businesses and developing a package of public and private financing to meet those needs.
 - C. Skill in administering loan programs based upon thorough knowledge of proper documentation and monitoring procedures to ensure compliance with public goals.
 - D. Skill in organizing and presenting information to others by making written and verbal presentations clearly and responding to questions directly and confidently.
 - E. Skill in explaining, administering and developing business financing programs, such as SBA programs, and referring clients to appropriate organizations.
 - F. Skill in building trust to gain the commitment of individuals and groups to undertake development projects or solutions that benefit all parties and implement public goals.
4. Ability Requirements
- A. Ability to set expectations and provide training in safe and proper work methods, development, and coaching for employees in conjunction with the supervisor.
 - B. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
 - C. Ability to maintain confidential information.
 - D. Ability to use good judgment in decision-making.
 - E. Exhibit leadership qualities of dependability and accountability.
 - F. Ability to assess business operations of current and potential businesses and to act responsibly on projects.
 - G. Ability to apply good judgment and to use discretion on large projects that require extensive evaluation and research.
 - H. Ability to travel and participate in various work-related activities after regular business hours.
 - I. Ability to perform in-depth financial analysis in the evaluation of business needs and operations.
 - J. Ability to read and understand financial reports, annual reports, profit & loss statements, and balance sheets in order to analyze the business being reviewed.
 - K. Ability to make formal business presentations.
 - L. Ability to delegate work tasks and to lead teams and assignments of others within the established work group/partners.
 - M. Ability to communicate effectively, both verbally and in writing.
5. Physical Ability Requirements
- A. Ability to transport (usually by lifting and carrying) materials and equipment weighing up to 25 lbs. per load for presentation at public meetings.
 - B. Ability to operate standard office equipment such as a computer and related equipment, telephone, and copy machine.
 - C. Ability to sit for extended periods of time.
 - D. Ability to transport oneself to, from, and around sites of projects, programs and sites of public meetings.
 - E. Ability to attend work on a regular basis.

HR:	Union: Basic	EEOC: Professionals	CSB:	Class No: 3118
WC: 9410	Pay: 138	EEOF: Varies	CC:	Resolution:
Title change from Business Developer 07/02/2012				