

Summary:

This highly responsible management position will assist the Community and Economic Development Director in overseeing initiatives, making strategic decisions, managing diverse teams, and fostering an environment conducive to sustainable community growth and economic prosperity. This position will play a critical role in helping the department fulfill its mission to improve the livability, economic vitality and safety of Pasco neighborhoods through active engagement in strategic planning, reinvestment initiatives, and community development policy. This position will play an important role in leading the team on customer care, land use planning, economic and community development and redevelopment activities of the City and assist in managing the activities of the divisions under Community and Economic Development.

ESSENTIAL FUNCTIONS:

Additional job functions may vary due to department or City needs/requirements. Assignments may include but are not limited to:

- Assists in full management responsibility for all department services and activities and recommends and administers policies and procedures. Identifies opportunities for improvement, and directs the implementation of changes.
- Serves as liaison between property owners, businesses, City officials, and others regarding critical development projects and programs.
- Assists in selecting, motivating, supervising, and evaluating department staff. Provides or coordinates training and works with employees to correct deficiencies. Assists in implementing and administering performance appraisals.
- Assists in coordinating departmental activities with those of other departments and outside agencies and organizations.
- Leads the department's response to development opportunities and facilitate collaboration across organizational and departmental lines to assure a coordinated organizational response.
- Provides assistance to the City Manager's Office, Planning Commission and City Council; prepares and presents staff reports and other necessary communications.
- Facilitates public meetings or meetings of other Boards and/or Commissions on issues involving the department.
- As a member of the City's management team, demonstrates a collaborative, team-oriented style of management.

OTHER JOB FUNCTIONS:

- Reviews state and federal legislation to determine impact on departmental plans, policies and strategies; prepares and coordinates responses and recommendations as appropriate.

- Responds directly to stakeholder complaints, phone calls, and questions of a sensitive or complex nature.
- Directs the resolution of complaints and problems received by Community and Economic Development Department staff.
- Provides general and technical information and assistance to the general public, builders, and realty-oriented businesses; explains city codes and policies.
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

The minimum amount of knowledge, skill, and ability necessary to competently perform the essential functions of the position.

Knowledge of:

- Fundamental concepts of community and economic development, including job creation, business retention, revitalization projects, and strategic planning for growth.
- Techniques for resolving disputes and negotiating terms that are beneficial to community development while maintaining positive relationships with all parties involved.
- Techniques and methods for effectively engaging with a wide range of stakeholder including residents, business owners, developers, and governmental agencies.
- Skills in developing and implementing strategic plans that align with community goals and economic growth objectives.
- Awareness of the local, state, and federal laws, regulations, and guidelines relevant to community development and land use.
- Principles and practices of municipal budget preparation and administration.

Ability to:

- Be politically astute, but apolitical.
- Work closely with boards and commissions.
- Formulate new techniques and strategies for a more efficient operation, demonstrate initiative and display good judgement in all interactions with both internal and external customers.
- Demonstrate excellent time and project management skills and understanding.
- Establish and maintain effective working relationships with City staff, the general public and city, county, State and Federal officials, as well as other local and regional entities.
- Express ideas using excellent written and verbal communication skills as well as facilitation and presentation skills.
- Visualize and use sound judgment in planning for future community development.
- Establish and maintain effective working relationships with senior City management development department.
- Perform the essential functions of the position.

POSITION QUALIFICATIONS:

- Any equivalent combination of education and experience which provides the applicant with the knowledge, skills and abilities required to perform the job.
- Bachelor's degree in Public or Business Administration, Urban Planning, or closely related field.
- Five (5) years progressively responsible experience in municipal, state, or regional community planning and/or economic development.
- Two (2) years of supervisory experience.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:

Duties are primarily performed in an office environment while stationed at a desk using a computer and other standard office equipment. Requires traveling to meetings.