



JOB DESCRIPTION

Position: Economic Development Director (TIF/URD)
Department: City Manager
Supervisor: City Manager
FLSA Status: Exempt
Hours: Generally, Monday – Friday, 8:00 a.m. – 5:00 p.m.

The City of Belgrade is an equal opportunity employer. The City shall, upon request, provide reasonable accommodation to otherwise qualified individuals with disabilities.

Summary of Position

Performs complex professional-level duties managing the City's economic development program. The principal function is to plan, develop, organize, manage, and implement the activities and operations in support of commercial, industrial, and mixed-use development; business attraction and retention; business development initiatives; and other economic development, redevelopment or capital improvement programs or projects. Develops and utilizes economic development tools, including tax increment financing (TIF) and other state and local incentives, to assist businesses in ways that provide a benefit to the community, with a primary focus on the downtown TIF district.

Job Description/ Essential Duties

These job functions are the essential duties of the position and are not all-inclusive of all the duties the incumbent may be assigned.

- Serves as a project leader for organizational projects, reviews various issues, special events, and other projects as assigned.
- Oversees the strategic planning within the downtown TIF/URD district.
- Implements the projects and programs of the urban renewal plan(s) and other relevant or overlapping plans and associated initiatives.
- Identifies barriers to economic development or urban renewal and works with staff and elected officials to overcome those barriers while ensuring compliance with legal requirements.
- Develops, implements, and updates various economic development and urban renewal plans.
- Assists in the development and implementation of economic revitalization strategies for the city and its business and urban renewal district(s).
- Prepares the draft annual work plan and budget for the urban renewal district(s) for review and approval by the City Council.
- Prepares a variety of reports and documents related to economic development and projects.
- Develops recommendations and provides official City cooperation for expanding and enhancing City economic development programs in collaboration with other City, State, Federal and private-sector officials.
- Coordinates City-initiated redevelopment efforts.
- Reviews information concerning potential funding sources, determines compatibility of funding source objectives with City needs and goals and directs the City's response to assigned grant applications.

- Researches, analyzes, and proposes new local or state legislation.
- Assists the City Manager's office in advocacy with state, local, and federal agencies.
- Serves as the liaison to other development-oriented organizations and agencies.
- Develops and delivers presentations and attends meetings as needed.
- Performs all work duties and activities in accordance with City policies, procedures, and safety practices.
- Responds to citizen questions and comments in a courteous and timely manner.
- Communicates and coordinates regularly with appropriate departments and staff to maximize the effectiveness and efficiency of interdepartmental operations and activities.
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in economic development.
- Performs other duties consistent with the role and function of this position.

Essential Knowledge, Skills and Abilities Related to this Position:

The successful candidate will possess:

- Knowledge of and experience with the principles and practices of economic development and urban renewal program planning and implementation.
- Knowledge of the applicable laws, codes, regulations, policies, and procedures which may affect urban renewal, economic or business development activities.
- Knowledge of and experience with municipal organizations, practices, and procedures.
- Knowledge of English usage, grammar, spelling, punctuation, and vocabulary.
- Knowledge of community, economic development and urban renewal financing techniques, including grant proposals.
- Knowledge of project management and contract coordination.
- Ability to develop, implement and coordinate projects and program activities.
- Ability to successfully manage complex policy goals with competing stakeholders.
- Ability to build trust and relationships in the community.
- Ability to maintain the integrity of confidential data and information.
- Ability to work both independently and in a team environment.
- Ability to perform basic and more comprehensive mathematical functions.
- Strong computer skills including Microsoft Office Suite (Excel and Word) and the ability to learn and utilize various software and databases.
- Ability to operate computer systems effectively.
- Ability to write and present clear and concise administrative reports.
- Ability to interpret and apply Federal, State, and local policies, procedures, laws, and regulations as they relate to the position.
- Ability to exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Ability to communicate clearly and concisely, both orally and in writing.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Supervision Received

Works under the general supervision of the City Manager or as assigned.

Supervision Exercised

None.

Minimum Required Qualifications (Education, Experience and Training)

- Bachelor's degree in finance, Economics, Business Administration, Public Administration, or a closely related field; and
- At least five years' experience in urban renewal, economic development, business or finance, or closely related field, including experience managing a TIF district; or
- Any equivalent combination of knowledge, skills, and abilities necessary to perform the work may be considered.

Preferred Qualifications

- Master's degree in public administration, Business Management or Finance or a closely related field.
- Working knowledge of Montana state statutes pertaining to tax increment financing districts and urban renewal.
- Successful experience in economic development in a small but rapidly growing community.

Special Requirements/Licenses or Certificates

- Must possess a valid driver's license and have the ability to obtain a Montana driver's license within 60 days of employment.
- Offers of employment are conditional upon satisfactory completion of a pre-employment background check, reference checks, and driving record check.

Tools and Equipment Used

Operates modern office machines and equipment, including personal computers, printers, copiers, scanners, telephone system and calculators. Must be able to routinely use a full range of software applications, including word processing, spreadsheets, and a variety of standard or customized software applications appropriate to assigned tasks.

Working Conditions and Physical Requirements

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Duties are performed in an office-type environment.
- The noise level ranges from quiet to moderate.
- Requires regular and punctual attendance and reports to work fit for duty.
- Duties require extended periods of sitting, walking, standing, talking, or hearing, keyboarding, reaching with hands and arms, and using hands to finger, handle or feel.
- Duties require occasional climbing or balancing, lifting/carrying items, pulling/pushing items, and stooping, kneeling, crouching, or crawling.
- Hazards are minor and controllable but can include cramped quarters, human error, angry/hostile humans, or exposure to a variety of outdoor weather conditions.
- Ability to perform body movements applicable to records management in an office environment.
- Possession of hand/eye coordination adequate to operate a computer and calculator.
- Have the ability to talk and hear in person and by telephone; see and read instructions, spreadsheets, reference materials, and computer reports.
- Reading materials and verbal instructions require complex interpretation.

- Ability to lift 10 pounds on a routine basis and up to 50 pounds on an infrequent basis.
- Must have the ability to travel to different sites and locations.

Behavioral Expectations

- Employee treats all customers and coworkers with respect, dignity, and honesty and manages relationships and communications in a way that promotes the interests of all parties.
- Employee works through adversity in a productive and positive manner.
- Employee shows nonjudgmental respect for all other's perspectives.
- Employee appreciates the uniqueness, commonalities, and value of others.
- Employee maintains an appropriate level of transparency in their work and interactions with others.
- Employee stops disparaging remarks about others and does not participate in these remarks in front of the public or during work time.
- Employee does not hinder, obstruct, or interfere with the work of other employees.
- Employee does not show poor attitude (for example, rudeness or lack of cooperation) with others or supervisors by failing to perform reasonable requests, being insubordinate, or refusing to comply with instruction given.
- Employee does not abuse the use of materials, time, equipment, or property of the City.
- Employee's performance does not fall below average in quantity or quality in relation to the requirements of the job.

Safety Related Duties

- Follow the City's and department's work practices.
- Report occupational injuries, illnesses, and near misses immediately to Supervisor.
- Follow supervisor instructions for obtaining first aid or medical attention.
- Participate in accident investigations as required.
- Participate in safety training.
- Suggest improvements in safety training requirements or programs to Supervisor.
- Identify unsafe work conditions and unsafe practices. Correct hazards or report them to Supervisor as appropriate.

The specific statements shown in each section of this position description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully, with or without reasonable accommodation.