

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 223

ECONOMIC DEVELOPMENT MANAGER

GENERAL

This is high level advanced professional work performing a wide range of business and economic development tasks. Work is performed under administrative direction of the Assistant City Manager in the City Manager's Office.

EXAMPLES OF ESSENTIAL DUTIES

The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.

- Develops economic development goals and objectives and assists in implementing economically advantageous commercial projects.
- Coordinates a variety of activities related to business development, expansion, and retention.
- Prepares and presents reports of economic development projects.
- Conducts business and industry studies, assessing economic impact of business relocations, planning business recruitment strategies, marketing and attraction programs, and coordinating job growth and training incentive programs.
- Researches and develops long term objectives, strategies, and approaches to urban redevelopment and revitalization, business incentives, and economic impact.
- Assists in the implementation of economic development plans, initiatives, and grant projects.
- Serves as staff liaison to the Pompano Beach Economic Development Council and provides assistance to facilitate efficient private sector (business)/ City/ County/ and other municipal relationships; including: The Greater Ft. Lauderdale/ Broward Alliance, the Broward County Office of Economic and Small Business Development and Enterprise Florida.
- Conducts meetings/workshops with the business community; prepares and presents economic development plans and information.
- Monitors, evaluates, and amends goals and action programs in the work plan to achieve stated objectives.
- Performs related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of economic development principles, practices, laws, and procedures.
- Knowledge of federal and state programs available for economic development.
- Knowledge of macro and micro economic principles.
- Knowledge of urban planning and redevelopment.
- Knowledge of financial analysis, negotiations, project management and proposal and grant writing.
- Skill in developing and giving presentations.
- Ability to exercise substantial independent judgment and decision making in planning and executing assignments.

- Ability to communicate effectively in writing, orally, and in presentation.
- Ability to work independently, organizes, and executes assignments with minimum supervision.
- Ability to use MS Office and any other software.
- Ability to conduct research and analyze data.
- Ability to prepare and maintain reports, distribute and present information.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all City ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials, the private sector and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major course work in business or public administration, economics, urban planning, law, or related fields; thorough experience in urban planning, economic and/or community development, or marketing.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various technological items such as a personal computer (PC), calculator, copier, and fax machine (not limited to these). No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling. Must be able to sit for long periods of time while using a computer.

SPECIAL REQUIREMENTS

Possession of a valid, appropriate driver's license and an acceptable driving record.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Rev 09/15

Bargaining Unit: Non-Bargaining

FLSA: Exempt

Classification: 29/50

Location: City Manager's Office

GERS: Regular Class