



CITY ECONOMIC DEVELOPMENT DIRECTOR

NORWALK, IOWA

The city of Norwalk, Iowa is accepting applications for the position of Economic Development Director. Under the general direction of the City Manager, the Economic Development Director serves as a central point of contact for businesses, developers and contractors who use City economic development services including financial assistance, site selection assistance, urban renewal, and other municipal actions and services related to a specific project. The Economic Development Director oversees the development and maintenance of an economic development plan. In coordination with the Community Development Director, the Economic Development Director assists in the preparation of the capital improvement program with a primary focus of public infrastructure (water, sanitary sewer, storm sewer, streets) to serve expansion areas and future development.

Salary Range: DOQ

Education and Experience Requirements:

Bachelor's Degree in related field preferred. Considerable experience in Economic Development, Real Estate or a related field. Any equivalent combination of education and experience which provides the knowledge, skills, and abilities to perform the essential job duties listed above.

Residency: Department Heads are encouraged to live within the City limits. Those that choose to live outside the city limits must live within a 15-minute response time.

Qualified candidates should submit cover letter, resume, professional references, and required City of Norwalk application to City Hall via email (lnelson@norwalk.iowa.gov) or paper copy. Paper material can be mailed to 705 North Ave, Norwalk, IA 50211 – Attention: Luke Nelson. Application forms and a complete job description are available at www.norwalk.iowa.gov Applications and resumes will be received until position filled. EOE.



JOB DESCRIPTION

Department:	Community Development	Salary:	\$62,000 to \$95,000
Title:	Economic Development Manager	Date:	October 13, 2016
FLSA:	Exempt	Reports to:	City Manager

DEFINITION

Under the general direction of the City Manager, oversees and manages all aspects of the City's Economic Development efforts, as well as multiple functions within the department including supervisory responsibilities as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position but dependent upon the level of skill, ability, and experience of the individual. They are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Oversees the development and maintenance of an economic development plan, including recommendations for possible amendments to the adopted plan. Directs the implementation of the plan including researching and making recommendations on ordinances and other city policy documents.

Assumes lead role in the development and implementation of economic development grant-funded programs through governmental agencies and private groups by studying printed and related information about specific programs to supplement local annual budget allocations; prepares grant applications according to required format and specific instructions.

Assumes lead role in the preparation of special topic economic development reports on a variety of topics, which may be requested by the City Manager or other department directors.

Develops and administers the annual budget, in coordination with the Community Development Director.

Manages and provides staff support to Economic Development Council and related boards and committees and prepares, edits, reviews, organizes and conveys economic development information and recommendations to those bodies and to the City Council.

Coordinates and manages the dissemination of information regarding department activities and the City's growth and development including City Council reports, news and press releases, development forums, website updates and monthly newsletter articles.

In coordination with the Community Development Director, assists in the preparation of the capital improvement program with a primary focus of public infrastructure (water, sanitary sewer, storm sewer, streets) to serve expansion areas and future development.

Administers a business retention and expansion program.

Understand and recognize redevelopment and improvement necessary in existing developed areas. This could involve special grant programs or other infill programs.

Administers the preparation of information and implementation of the City's economic development

and incentive programs.

Participates in and/or conducts negotiations with developers, businesses, and others regarding the public participation necessary for desired economic development.

Conducts tax and public benefit analysis for economic development projects.

Prepares detailed written reports and recommendations for presentation to Mayor and Council, City Manager, developers, businesses, advisory boards, and community groups.

Makes oral presentations to public and private groups.

Serves as a central point of contact for businesses, developers and contractors who use City economic development services including financial assistance, site selection assistance, urban renewal, and other municipal actions and services related to a specific project.

Utilizes and develops financing sources including tax increment, Federal CDBG funds, State of Iowa funds, Small Business Administration, private sector contributions, and other economic development assistance.

Serves as liaison between the City and developers, contractors, builders and various State and Federal agencies.

Represent the City by being a member and participating in affiliate organizations (IEDA, Greater Des Moines Partnership, Warren County Economic Development, Chamber, etc.).

Maintain relationships with partner agencies such as the Norwalk School District, Warren County as well as neighboring cities/counties.

Regular work attendance required.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

Graduation from an accredited college or university with a Bachelor's Degree in Business, Public Administration, Finance, Urban Planning or a related field; and

Considerable experience in Economic Development, Real Estate or a related field; or

Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

SKILLS

- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.
- Ability to handle confidential information in a sensitive manner.
- Ability to work efficiently with very little direct supervision.
- Effective oral and written communication skills.
- Excellent interpersonal communication skills.
- Sound judgment and decision-making abilities.
- Problem-solving ability.
- Basic mathematical skills.
- Ability to concentrate in a diverse work setting.
- Ability to take initiative.
- Good time management skills.

KNOWLEDGE

- Thorough knowledge of municipal economic development practices.
- Proficiency with PC's and computer software and applications.
- General knowledge of office equipment, including facsimile, photocopier, telephone, calculator, shredder, binding equipment and postage machine.

LICENSES AND CERTIFICATES

- Valid Iowa driver's license.

ACKNOWLEDGEMENT

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at anytime and for any reason, and the Employer has a similar right.

Employee's Signature	Date	Department Head	Date
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The City of Norwalk is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the city will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the Employer.