



CITY OF TIOGA POSITION DESCRIPTION

Position Title: Economic Development
Director
Department: City Hall

Date: September 06, 2022

Status: Non-Exempt

GENERAL PURPOSE

Performs professional City economic development activities requiring the application of advanced community development, economic development and urban planning skills.

SUPERVISION RECEIVED

Works under the general supervision of the City Auditor.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Collect and interpret data and information used to prepare formal reports presented to various public and private groups.

Create and write Resolutions, development agreements, economic development grants and studies; participates in the formal review of proposed actions and/or decisions; and makes oral presentations before the City Commission, the Tioga Economic Development Corporation, other public bodies and citizen groups.

Provides coordination of various economic development incentive programs, including tax increment financing, property tax incentives and payment in lieu of taxes.

Assist in collecting and analyzing economic data.

Serve as liaison between the City and development groups to maintain positive partnerships.

Provides for legislative lobbying services for the City of Tioga, as assigned.

Page Two

Develops and/or serves as coordinator between the City and neighborhood associations or groups to develop partnerships and implement redevelopment initiatives, revitalization, housing, downtown development and economic development to meet identified needs.

Facilitate involvement with partner organizations including Chamber of Commerce, Tioga Park District, Planning and Zoning Commission, Recreation Committee, Tioga Housing Authority and others.

Work with the public and other governmental agencies explaining Community Services Division policies relating to incentive programs, initiatives and activities.

Assist potential new businesses in site analysis, including demographic, tax, development and related information.

Initiate planning, research and marketing efforts to attract new industries and businesses to the City and assist existing ones to expand.

Represents the City in matters relating to any local and regional community economic development.

Builds relationships with City staff, elected officials, the development community and external economic development partner organizations.

Manages economic development contracts and agreements.

Assist with negotiations related to real property purchases and leases.

Develops an 'inventory' of and actively pursues potential economic development related funding resources for public, private and not-for-profit community organizations.

Develops marketing brochures, promotional documents, community quick reference materials, within general policy guidelines and budget as determined by the City and the Tioga Economic Development Corporation.

Attends professional conferences and seminars to gain additional education and expertise in the field of economic development.

Performs any and all other duties as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from a college or university with a bachelor's degree in business management, public administration, urban planning, marketing or a closely related field, and
- (B) related experience; or
- (C) Any progressively responsible experience, with additional work experience substituting for the required education on a year for year basis.

Necessary Knowledge, Skills and Abilities:

- (A) Knowledge and understanding of government programs including, but not limited to, tax increment financing, all applicable regulations, and all economic development incentive programs;
- (B) Knowledge and understanding of economic development;
- (C) Ability to understand complex written reports;
- (E) Ability to plan, organize, schedule work activities;
- (F) Ability to communicate effectively, both orally and in writing;
- (G) Ability to successfully negotiate financial and other public actions with developers, businesses and/or their representatives;
- (H) Ability to aggressively and creatively pursue challenging economic development objectives to a successful conclusion;
- (I) Ability to develop effective working relationships with City staff, elected officials and external partners in economic development assignments and projects;
- (J) Ability to think strategically, work under pressure, meet deadlines and manage many projects simultaneously;
- (K) Must have mobility and ability to perform job duties at various locations throughout City on a regular basis;
- (L) Knowledge of City ordinances, policies and procedures and the means to communicate such.

SPECIAL REQUIREMENTS

Tools and Equipment Used:

Motor vehicle, computer, including word processing, spreadsheets, database and specialized software, calculator, telephone, fax and copy machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet to moderate.

SELECTION GUIDELINES

Formal application; review of education and experience; appropriate testing and oral interviews; background check; drug screening final selection and pre-employment medical examination. NOTE: Appointees will be subject to completion of a standard probationary period.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

REVIEW AND APPROVAL

Employee's Signature: _____ Date: _____

Portfolio City Commission
Member's Signature: _____ Date: _____

President of the City
Commission's Signature: _____ Date: _____

Effective Date: _____, 2022 Revision History: