

JOB DESCRIPTION

Economic Development / Project Manager

- Serve as a liaison between the departments / programs and Manager's office or other departments.
- Negotiate lease agreements for various Town facilities.
- On behalf of the Town, coordinate and conduct citizen group meetings and complete follow-up activities.
- Writes or assists departments with the writing and submission of grants, providing statistical or analytical information for submittal. If needed, assists in the grant reporting cycle.

MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor's degree in economics, marketing, urban and regional planning, public or business administration or closely related field, and three plus years of professional work in rural economic or industrial development. Certified Economic Developer designation preferred but not required.

Required Licenses or Certifications:

Possession of a valid driver's license.

Required Knowledge of:

- Pertinent local, state and federal laws, codes and regulations affecting general plans, zoning, subdivisions and other related ordinances.
- Principles and practices of municipal planning.
- Principles and practices of project management.
- Research methods and report preparation techniques.
- Municipal government.
- State laws regarding open meetings, public records and records management.
- Uses and applications of personal computers and various software applications.

Required Ability to:

- Develop and maintain effective working relationships with Town staff, Council members, various external organizations and individuals and the general public. Ability to build effective work relationships.
- Create and deliver comprehensive presentations to individuals and groups.
- Strong and effective communicate skills, both orally and in writing.
- Strong project management skills.
- Understand requests for various information and determine the appropriate information format.
- Perform research.
- Prepare complex reports, including analysis and narrative.
- Prepare spreadsheets and construct and/or modify automated reports.
- Work with all levels of an organization and provide technical guidance and consultation.
- Administer laws and regulations, make decisions, maintain composure, and work effectively under stressful conditions.
- Evaluate facts and evidence, drawing logical conclusions and making proper recommendations.
- Assess and prioritize multiple tasks, projects and demands.
- Maintain strict confidentiality.
- Operate a personal computer utilizing a variety of business software.

Physical Demands / Work Environment:

- Work is performed in a traditional office environment. May be required to perform a full range of motion with lifting and/or carrying supplies, materials, equipment and/or items weighing up to 25 pounds.

Core values: Integrity, Teamwork, Respectful, Communication, Service, Leadership, Innovation

Classification	Adopted	Revised	Retitled	Class Code / Range	FLS Designation	Step

APPROVED: _____

DATE: _____