



## City of Brunswick Job Description

<b>Job Title:</b>	Economic Development Director	<b>FLSA:</b>	Exempt
<b>Department/Div:</b>	Economic Development	<b>EEO-4 Code:</b>	
<b>Reports to:</b>	City Manager	<b>Date:</b>	3/2024
<b>Supervises:</b>	Economic Dev. Mgr.		
<b>Salary Range:</b>	\$74,024.51 - \$95,569.86		

### JOB SUMMARY

This position directs the city's economic development operations by pursuing new businesses to locate into the city and supporting and assisting the expansion of existing businesses by providing development resources and incentives, promoting solution-based problem analysis, grant opportunities, and business development principles.

### MAJOR DUTIES

1. Develops and implements programs to retain, expand, attract, and grow businesses and industries; coordinates activities with county, regional, and state agencies and stakeholders.
2. Develop networks and relationships at the state and national level to promote the city's economic development opportunities in the global market.
3. Develops and reviews short and long-term economic development plans; solicits related information to prepare studies, reports, and recommendations to city management and elected officials.
4. Prepares short- and long-range community development plans and related documents.
5. Assists in the development and implementation of new community assistance programs related to land use, housing, transportation, parks and open spaces, facilities, etc.
6. Provides information and/or makes presentations to boards, commissions, civic groups, businesses, and the general public on economic development issues, programs, services, and plans.
7. Maintains familiarity of existing inventory of available buildings and residential developments within the community, including both public and private buildings and land.
8. Performs related duties.

### KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of economic and community development principles and best practices.
2. Knowledge of business development principles.
3. Knowledge of the laws, ordinances, and regulations affecting business and community services.
4. Knowledge of grant acquisition and management principles.
5. Skill in the development of business and financial plans and reports.
6. Skill in the analysis of problems and the development and implementation of solutions.
7. Skill in the preparation of clear and precise administrative reports.
8. Skill in public relations.
9. Skill in the use of computer and job-related software programs.
10. Skill in oral and written communication.

### SUPERVISORY CONTROLS

The City Manager's Office assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

### GUIDELINES

Guidelines include city economic and community development plans and city and department policies and

procedures. These guidelines require judgment, selection, and interpretation in application. This position develops department guidelines.

#### **COMPLEXITY/SCOPE OF WORK**

- The work consists of varied management and administrative duties. The diverse set of stakeholders involved contributes to the complexity of the position.
- The purpose of this position is to direct the city's economic development operations. Success in this position results in the efficiency and effectiveness of those operations.

#### **CONTACTS**

- Contacts are typically with co-workers, other city employees, county staff, elected and appointed officials, business owners, property owners, and members of the general public.
- Contacts are typically to provide services, to give or exchange information, to resolve problems, to motivate or influence persons, or to justify, defend or negotiate matters.

#### **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, walking, or stooping. The employee occasionally lifts light objects.
- The work is typically performed in an office and outdoors, occasionally in cold or inclement weather. Work may require the use of protective devices such as masks, goggles, gloves, etc.

#### **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

This position has final responsibility and authority for the accomplishment of objectives, utilization of resources, and personnel administration decisions within a major area, department, or unit.

#### **MINIMUM QUALIFICATIONS**

- Baccalaureate degree in a course of study related to the occupational field required.
- More than five years of related experience required.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
- Certified Economic Developer.

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