



## City of Brunswick Job Description

<b>Job Title:</b>	Economic Development Manager	<b>FLSA:</b>	Exempt
<b>Department/Div:</b>	Economic Development	<b>EEO-4 Code:</b>	
<b>Reports to:</b>	Economic Development Director	<b>Date:</b>	5/2024
<b>Supervises:</b>	None		
<b>Salary Range:</b>	\$56,852.45 - \$73,246.30		

### JOB SUMMARY

Under general and implementation of the City Manager, the Economic Development Manager is responsible for plans and programs for the development of the City's economic development. Such plans include business conditions, attraction and retention strategies and goals, commercial development opportunities, international, national, and other marketing plans, and strategies for securing private investment in the City's economic development projects. Performs other related duties as assigned, in support of organizational objectives. Work is performed with considerable independence. Work is assigned by general work program, requests for assistance, and by special project. Work is reviewed by observation, conference, reports, and results obtained.

### MAJOR DUTIES

1. Creates and implements programs to retain, expand, attract, and grow compatible businesses and industries both independently and in teaming efforts with other County, regional and State departments, divisions, agencies, utilities, and transportation services.
2. Responsible for the development and annual review of short- and long-term economic development plans, as well as the solicitation of information and preparation of studies, reports, and recommendations to achieve such goals.
3. Serves as staff liaison for and provides primary staff support to the City of Brunswick Urban Redevelopment Agency and the Brunswick and Glynn Development Authority.
4. Represents the City of Brunswick's economic development interests by direct proactive involvement with appropriate local, regional, and State organizations, committees, and task forces.
5. Provides information and/or make presentations to supervisors, boards, commissions, civic groups, businesses, individuals, and the general public on economic development issues, programs, services, and plans.
6. Maintains familiarity with existing inventory of available buildings and residential development sites within the community, to include both public and private buildings and land areas.
7. Identifies new and additional sources of funding for community and economic development.
8. Prepares grant proposals and applications, contracts and other necessary documents as may be required for necessary community services.
9. Monitors legislation and regulations relating to economic development, and reports findings to the appropriate impacted parties.

10. Promotes value, importance, and elements of the City's economic development program to local, regional, and State stakeholders.
11. Maintains strong working relationships with the general public, area businesses, clients, the media, and others.
12. Performs other related duties as assigned, in support of customer needs and organizational objectives.

#### **KNOWLEDGE REQUIRED BY THE POSITION**

1. Considerable knowledge of best practices in economic development and ability to implement such policies, practices and partnerships.
2. Considerable knowledge of related City, County and State regulations, business assistance programs, business cost structures, and a broad range of commercial activities.
3. Knowledge of and ability to apply technology with proficiency.
4. Knowledge of and ability to prepare successful grant applications.
5. Ability to prepare business and financial plans and reports. Ability to gather and analyze various related data, to map trends, and to interpret the results.
6. Ability to communicate effectively (both orally and in writing) with a wide variety of customers, citizens, and business and community partners. Ability to use tact and diplomacy in interactions with others.
7. Ability to develop and maintain effective interpersonal working relationships with customers, co-workers, businesspersons, and stakeholders.
8. Ability to explain information and negotiate for the purpose of reaching agreement and understanding, and to facilitate effective discussion and sharing of ideas.
9. Ability to manage time, and to plan, organize, and prioritize work according to schedules. Ability to manage multiple tasks, and to be flexible in changing priorities. Ability to gather and deploy resources appropriate for the task.
10. Ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria, and intangible policies.
11. Ability to anticipate problems and proactively resolve them. Ability to apply problem solving skills, considering all reasonable alternatives, and to make recommendations for resolution.
12. Ability to help create a positive work environment which encourages individual and team growth and development. Ability to assist in positive conflict resolution and to present a positive role model.
13. Ability to perform the physical and mental requirements of the job which include speaking and hearing; sufficient manual dexterity to use a computer; visual acuity to prepare and analyze data and figures, transcribe data, and extensive reading. Ability to perform primarily sedentary work with the periodic need to attend meetings off the premises, to physically visit business or work sites, and to drive from place to place. Ability to compare, compile, analyze, and synthesize data and to coordinate ideas, thoughts and activities. Ability to perform mathematical computations.
14. Willingness and ability to demonstrate commitment to the job, team and organization.

#### **SUPERVISORY CONTROLS**

The Economic Development Director 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**

None.

#### **MINIMUM QUALIFICATIONS**

Bachelor's Degree in economic development, business and administration, marketing, public administration or a related field and 5 years of professional experience in economic development, marketing, or planning related activities, preferably in local, State, or regional government. OR an equivalent combination of education, training and experience that would likely produce the necessary knowledge, skills, and abilities to do the job may be considered. Considerable knowledge of the principles and practices of economic development, City, County and State regulations, business assistance programs, business cost structures, and a broad range of commercial activities. Demonstrated ability to communicate and work effectively with government officials, investors, developers, business leaders, community leaders, and staff members. Master's Degree in related area and/or Economic Development Institute course completion is preferred; valid driver's license and safe driving record, pre-employment drug screening, MVR, and Criminal History background check.

*The City of Brunswick is an Equal Opportunity and E-Verify employer.*