

HAMILTON TOWNSHIP JOB POSITION DESCRIPTION

Position Title: **Economic Development Director**
Department: Administration
Immediate Supervisor: Township Administrator
Pay Rate: \$65,000 - \$75,000
Hours: 8:00am – 4:30pm (plus evening meetings)
Classification: Exempt

JOB RESPONSIBILITIES:

Under the Township Administrator's direction, the Economic Development Director will provide expert advice, support, and assistance in planning, is responsible for overseeing and co-leading the development and negotiation of agreements and contracts for projects undertaken by Planning and Zoning. Work involves the use of initiative and independent judgment within the framework of established policies and procedures. The incumbent will direct and coordinate the efforts of various economic development or redevelopment projects, workforce employment programs, and other professional and administrative support teams.

QUALIFICATIONS:

Three to five years of experience in coordinating and directing the implementation of development, redevelopment, and capital improvement projects, including two years in an administrative position supervising professional staff, a bachelor's degree in Economics, Business Administration, Public Administration, Urban Development, Urban Planning or a related field. Commercial Real Estate knowledge and background preferred. Other combinations of experience and education that meet the minimum requirements may be substituted. Experience working in a leadership capacity in a business organization or local government is highly desirable. The incumbent must possess demonstrated abilities in working with the public, elected officials, and business leaders.

Required Knowledge, Skills and Abilities:

Knowledge of:

- Principles and practices of public program planning, administration, public relations, negotiating, and supervision.
- Funding resources for project grants.
- Laws, ordinances, regulations, and policies of various government agencies as they affect business and community services.
- GIS computer program applications
- Leadership styles and skills.

Ability to:

- Written and oral negotiations with private and public agencies and with representatives of various citizen groups.
- Observe, compare, or monitor data to determine compliance with prescribed operating standards, program regulations, or contractual requirements.
- Effectively communicate by phone or in person in a one-to-one or group setting.
- Comprehend and make inferences from written material.
- Learn job-related material primarily through structured lecture and reading.
- Produce written documents with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Work cooperatively with other Township employees and the general public.
- Work safely without presenting a direct threat to self or others.

ESSENTIAL FUNCTIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. An example of acceptable qualifications for this position is:

Primary Duty:

- Seeks new industrial and commercial prospects through personal contacts, news media, business periodicals, consultants, contractors, real estate brokers, and other available sources.
- Works with existing and potential companies in meeting their need for market information, labor force characteristics, expansion opportunities, etc.
- Answers all inquires from either prospective industries or other businesses seeking information about Hamilton Township.
- Negotiates contracts between the Township, private developers, and/or other governmental entities associated with major, high profile redevelopment projects, such as commercial office development, public assembly facilities, retail centers, and sports training centers.
- Develops, implements, and monitors contracts for service.

Secondary Duties:

- Assists the Township Administrator in developing strategies.
- Briefs and advises Township Trustee Board and Township management regarding economic development projects in person and through written reports.
- Interprets the department's programs and works with citizen groups to develop and implement short-term and long-term economic development objectives and programs.
- Negotiates development and redevelopment contracts with private developers.
- Serves as ombudsman between private sector real estate, development, and building interests in the Township.
- Coordinate monthly reports to the Township Administrator / Community Development Director regarding economic development activities, as well as a variety of other reports as appropriate.
- Review site plans for conformance with the Township Zoning Code and prepare staff reports for the Board of Zoning Appeals, Hamilton Township Zoning Commission, and the Hamilton Township Trustee Board, as needed.
- Conduct site inspections; meet with property owners, developers, etc. regarding development.
- Review requests for new development plans, and legal issues with the Trustee Board, Township Law Director, and Township Appointing Authority.
- Attend Hamilton Township Trustee Board, Zoning Commission, Board of Zoning Appeals, and/or related meetings/events, as required.
- Other duties as assigned.

Ability to:

- Read and interpret documents such as site plans, instructions, and procedure manuals.
- Write routine reports and correspondence.
- Apply concepts such as commissions, fractions, percentages, ratios, and proportions to practical situations.
- Define problems, collect data, establish facts, and draw valid conclusions.
- Interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Assess, plan, organize, and execute essential job functions without a need for constant supervision.
- Cooperate with fellow employees and general public.
- Understand written and oral instructions.
- Distinguish and disseminate sensitive information and be of good moral character.
- Knowledgeable of geography of Township

REQUIRED CERTIFICATES, AND/OR LICENSE (OR ABILITY TO OBTAIN)

- Valid Ohio Driver's License
- Bachelor's degree in Economics, Business Administration, Public Administration, Urban Development, Urban Planning or a related field.

PHYSICAL DEMANDS

Meets entry-level physical requirements pertaining to health as required by OSHA. 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 job duties, the employee frequently is required to stand and reach. The employee is occasionally required to walk, sit, climb or balance, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move more than 15 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and 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.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions; high, precarious places; risk of electrical shock; explosives; and risk of radiation.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; polygraph; CVSA; physical; psychological profile; drug and alcohol test; job related tests may be required.

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.