

<p>City of St. Charles Position Description</p> 	Position Title	Economic Development Division Manager		
	Department	Community & Economic Development	Division	Economic Development
			Section	
	Full/Part Time	Full Time	Union	Non-Union
	Reports to	Community & Economic Development Director	Positions Supervised	<ul style="list-style-type: none"> Marketing Representative /Administrative Assistant
	FSLA Status	Exempt/Appointed	Salary Grade	

Position Description Overview

Under the general direction of the Director of Community and Economic Development, this position is responsible for all economic development functions for the City of St. Charles. The primary emphasis of this position is the ability to enhance the economic vitality of the City and promote a stronger economic base through the implementation and oversight of programs and initiatives that will attract new businesses and encourage expansion and retention of existing commercial and industrial businesses. Requires exercise of professional judgment and initiative within the framework of established regulations and policies.

- Essential Job Functions**
- Standard*
1. Take personal responsibility to provide exceptional customer service in order to promote and maintain a positive City image, constructive working environment, and foster pride and professionalism in the workplace and community.
 2. Plan, direct, assign, oversee, supervise, evaluate and perform the work of the Division.
 3. Adhere to all departmental and City safety policies.
 4. Consistent attendance and punctuality is required.
- Position-Specific*
1. Act as liaison to the business community. Promote and coordinate economic development programs through personal contacts and by establishing strong relationships with existing and potential businesses, property owners, real estate developers, and investors with an emphasis on attracting and retaining businesses in alignment with City's Strategic Plan, Comprehensive Plan, other plans or policies, and community needs.
 2. Manage high-profile economic development projects, including, but not limited to: evaluation of requests for economic incentives in collaboration with the Finance Department; acquisition and coordination of professional services of external consultants; negotiation of incentive agreements and related contracts between the City, private developers, and/or other entities; presentation of projects to City Administrator and/or Mayor and City Council; and oversight and administration.

3. Develop, plan, organize, and implement community branding and marketing strategies to promote St. Charles as an ideal business and industry location through use of internal and external resources aimed at business attraction and retention including public relations materials, press releases, trade shows, advertisements, and the City's economic development web page. Represent the City at trade shows to actively promote the qualities of the City locally, within the Chicago Metro area, and nationally.
4. Attend local business and community events serving as the City representative, as directed.
5. Develop and actively promote business assistance programs. Provide assistance to businesses desiring to locate in St. Charles, as well as current businesses seeking to renovate or expand.
6. Work collaboratively with other City departments regarding economic development related projects, including participation in project review teams or committees (i.e. DRT, Pre-Application, and Corridor Improvement).
7. Determine and implement the short-term and long-term goals, objectives, and programs of the Economic Development Division through conferring with the Director of Community & Economic Development, City Administrator, and local business groups.
8. Update and advise Director of Community & Economic Development, City Administrator, and elected officials regarding progress of economic development projects in person and through written reports. This includes attendance at meetings and the ability to present and explain information in an understandable manner, both verbally and in writing.
9. Establish relationships with local organizations such as the Chamber of Commerce, Downtown Partnership, Visitors Bureau, and confer with local and regional business organizations, concerning economic development initiatives, issues, and concerns. Represent the City on local and regional boards and organizations as necessary.
10. Assist in the management and creation of TIF Districts including presentation to the Joint Review Board (JRB).
11. Administering the City's biennial business retention survey and presenting findings to City Council.
12. Formulate the annual and multi-year budget for the Economic Development Division in conjunction with the Director of Community & Economic Development, and monitor and approve expenditures.
13. Coordinate grant-writing efforts with City departments and/or outside agencies and organizations.
14. Develop and assure adherence to policies and procedures that ensure productive and efficient processes.
15. Supervisory responsibilities include establishing performance standards; training and developing subordinate employees; assigning and directing work; monitoring productivity and conduct, providing feedback and assessing performance; and ensuring compliance with City and departmental policies, rules, regulations and ethical standards.
16. Assist with personnel matters such as hiring, promotion, discipline, and termination.

Additional Job Functions	
<i>Standard</i>	
<ol style="list-style-type: none"> 1. Contribute to a positive group environment by: <ul style="list-style-type: none"> • Complying with all safety policies, practices, and procedures, and reporting all unsafe activities to supervisor and/or Human Resources. • Participating in proactive team efforts to achieve departmental and City-wide goals; • Assisting other co-workers on special projects as required; and • Providing leadership to others through example and by sharing knowledge and skills. 2. Perform other duties as required or assigned. 	
<i>Position-Specific</i>	
<ol style="list-style-type: none"> 1. Administer, monitor, and oversee accuracy and maintenance of economic development files and information. 	

Basic Requirements	
For successful performance in this position, the incumbent will need to demonstrate the following:	
Knowledge	<i>Standard</i>
	<ol style="list-style-type: none"> 1. Proficient knowledge in personal computer skills, electronic mail, record keeping data base activity, and word processing.
Skills	<i>Position-Specific</i>
	<ol style="list-style-type: none"> 1. Thorough knowledge of principles and practices, laws, ordinances, and statutes pertaining to economic development. 2. Thorough knowledge of financial management, economic development financing tools, real estate practices and ability to evaluate fiscal impact of economic development projects and programs. 3. Strong knowledge of marketing techniques.
Abilities	<i>Standard</i>
	<ol style="list-style-type: none"> 1. Effective interpersonal communication skills for interaction with staff, elected and appointed officials, employees, agencies, other governmental units, and the public. 2. Excellent file maintenance and organizational skills.
Abilities	<i>Position-Specific</i>
	<ol style="list-style-type: none"> 1. Excellent written and verbal communication skills. Must be comfortable with public speaking and have the ability to prepare and present technical summaries and reports. 2. Must possess effective skills in negotiating

	<ol style="list-style-type: none">1. Demonstrated ability to handle confidential material and information in an ethical, professional manner.2. Demonstrated ability to handle multiple tasks simultaneously and in a timely manner.3. Ability to work with professional independence within the policies established by the Director of Community & Economic Development.4. Ability and willingness to receive, handle, and complete confidential submissions, records, reports, and data with utmost honesty, integrity, and confidentiality.5. Ability to maintain strict confidentiality and the ability to exhibit diplomacy, discretion, and tact.6. Ability to develop good work methods and procedures with initiative and good judgment and to use resourcefulness and tact in meeting new challenges.7. Ability to establish and maintain an effective working relationship with employees, agencies, other governmental units, and the public using effective interpersonal communication skill.8. Ability to speak and communicate clearly in an office environment.9. Ability to speak effectively before groups of customers or employees.10. Ability to compose routine correspondence and routine reports in a clear, concise, logical, and effective manner, utilizing proper grammar, spelling, punctuation, sentence structure, and tone.11. Ability to collect, logically organize, and analyze information, and make appropriate decisions or recommendations within scope of position responsibilities.12. Ability to solve problems and make decisions independently.13. Ability to read, compose, edit, analyze, and comprehend complex legal documents, development agreements and contracts, executive business letters and communications, development-related documents, master plans, construction site plans, budget documents, business magazines, journals, newspapers and technical reports, strategic or operational plans, and governmental regulations.14. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.15. Ability to accurately proofread and edit documents for correct grammar, spelling, sentence structure, punctuation, tone, and content.16. Ability to effectively utilize Microsoft Office products (Word, Excel, and PowerPoint) and Lotus Notes standard features to create properly designed and formatted documents and maintain calendar and communication.17. Ability to perform moderately complex mathematical and statistical calculations and analysis, including but not limited to the ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals, and to compute percentages, present value,
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	<p>and interest rates.</p> <p>18. Possession of a valid driver's license.</p>
	<p><i>Position-Specific</i></p> <p>N/A</p>
<p>Education & Experience</p>	<ol style="list-style-type: none"> 1. Bachelor of Science degree in Business Administration, Public Administration, Finance, Urban Planning, or a closely related field is required. Master's degree preferred. 2. Certification with the International Economic Development Council (IEDC) is strongly preferred. 3. Minimum of five (5) years of experience in economic development. 4. Minimum of three (3) years of supervisory experience. 5. Any equivalent combination of experience and education that provides the required knowledge, skills, and abilities.
<p>Physical/ Environmental Demands</p>	<p><i>Standard</i></p> <p>Light physical activity performing non-strenuous daily activities of a productive/technical nature at moderate noise levels in a well-lighted, heated and/or air-conditioned indoor office setting with adequate ventilation, including:</p> <ol style="list-style-type: none"> 1. Physical ability to sit, stand, walk, climb, balance, stoop, kneel or crouch. 2. Physical ability to reach items with arms and hands and manual dexterity and fine motor skills sufficient to perform all essential and additional job functions and basic requirements listed above. 3. Physical ability to hear ordinary conversation, such as questions from residents, as well as other sounds, such as the telephone ringing, etc. 4. Ability to see close, at a distance, and with peripheral vision as well as to adjust vision focus. <p><i>Position-Specific</i></p> <p>N/A</p>

Position Description Acknowledgement

Position Title

Economic Development Division
Manager

Revised/Updated

12/12/13

I understand that nothing in this position description restricts this organization's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects the assignment of essential job functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.

I have reviewed this document and discussed its contents with my supervisor and I fully understand the nature and purpose of this position description and its related duties.

Employee

Date

Supervisor

Date

Human Resources

Date