

Date posted: December 12, 2013

**City of St. Charles
Employment Opportunity**

**Economic Development Division Manager
Full-Time**

Job Description

This position is responsible for all economic development functions for the City of St. Charles, under the supervision of the Director of Community & Economic Development. 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. Will act as liaison to the business community; manage high profile economic development projects; develop, and implement community branding and marketing strategies to promote St. Charles as a desirable business and industry location; work collaboratively with other City departments, including participation in project review teams or committees; and establish relationships with local and regional organizations such as the Chamber of Commerce, Downtown St. Charles Partnership, and Visitors Bureau. This position requires exercise of professional judgment and initiative within the framework of established regulations and policies. The position will be responsible for supervising the Marketing Representative/Administrative Assistant.

For a full description of the exciting work this position will engage in, please see the job description.

Requirements

Detailed knowledge of principles and practices, laws, ordinances, statutes and financial tools pertaining to economic development is required, as well as strong marketing and oral and written communication skills. Also required are computer skills including word processing, spreadsheet, and database applications. Applicants must have a minimum of five (5) years relevant economic development management experience, and three (3) years of supervisory experience. A Bachelor's degree from an accredited college or university in Business Administration, Public Administration, Finance, Urban Planning, or closely related field is required with a Master's degree being preferred. Certification with the International Economic Development Council is strongly preferred.

Salary

The salary will be commensurate with experience with excellent benefits.

Apply on line at www.stcharlesil.gov no later than January 15, 2014.

Please thoroughly complete the employment application including salary history. Resumes should be attached in the on-line application. Any additional documents may be sent to hr@stcharlesil.gov. If you are unable to apply online, or for other assistance, please contact 630-377-4415.

The City of St. Charles is an Equal Opportunity Employer.