

CITY OF RENTON

CLASS TITLE: ECONOMIC DEVELOPMENT DIRECTOR (AS-1501)

BASIC FUNCTION:

Under the direction of the EDNSP Administrator, plan, organize, coordinate and direct economic development activities of the City, develop and implement long-range strategies to ensure the economic health and vitality of the City. Coordinate with other City departments to ensure long-term, quality economic growth in the City, act as division manager; oversee the City's Neighborhood Program, coordinate state and federal legislative lobbying activities for the City, and evaluate the performance of assigned staff.

REPRESENTATIVE DUTIES:

Provide creative leadership and vision to the division; analyze situations accurately and adopt effective courses of action.

***Plan, organize, coordinate, direct and evaluate economic development activities within the City; coordinate and encourage the development of strategies that maintain and enhance the long-term economic vitality of the City.**

***Review the reports, analyses and studies conducted by other City departments and divisions that impact the economic vitality of the City; monitor programs and policies to ensure the long-term financial health of the city.**

***Present proposed programs and projects to community groups and public meetings; make presentations to the City Council as necessary; represent the City on committees and boards regarding local and regional issues as required.**

***Communicate with, respond to and resolve complaints, conflicts, concerns and questions from citizens, contractors, customers, developers, business owners and public and private agencies concerning City services, policies and procedures, activities and programs; exchange information to encourage cooperation and efficiency of the development process.**

***Provide technical expertise and respond to complex questions; resolve conflicts; act as a facilitator between the development community and City staff; communicate with other division managers, department heads, City officials and others regarding policy issues and matters of mutual concern.**

Implement division goals, objectives and priorities; set goals and performance criteria for sections within the division, monitor and measure attainment of objectives, goals and priorities and implement corrective actions in project phases and objectives for the innovative and prudent management of the division's performance.

Develop, revise and implement City and Department policies and operating procedures; recommend adjustments in programs, activities, policies and objectives.

Prepare, present, monitor and control annual and capital budgets; approve expenditures; present programmatic budget requests; select consultants and contractors as necessary; review work of consultants and authorize payment of services; plan and provide for adequate division staffing, training, supplies and facilities.

Select, supervise and evaluate the performance of assigned personnel; initiate promotion, discipline and termination proceedings; review departmental performance evaluations in accordance with City policies and procedures.

Coordinate division activities with the County and other public agencies and jurisdictions; perform collaborative problem-solving and resolve issues and concerns.

***Coordinate the City's legislative lobbying activities with state and federal legislators; direct and oversee the generation of phone calls, letters, reports, visits and other activities that inform Renton's delegates of positive and negative impacts of legislation.**

***Direct the City's Neighborhood Program to promote positive communication between residents and City government. Oversee the Neighborhood Program Coordinator in the implementation of the Neighborhood Grant Program, Neighborhood Picnics. Plan, and develop Program growth within City and Department budget parameters.**

Direct, participate in and complete special projects for the Administrator, Mayor, City Council and other officials as required including reports, gathering data and serving on committees; provide and present oral and written progress reports as required.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Operations, organizations, policies, ordinances that affect economic development.
- Principles and practices of management, administration, supervision and training.
- Financial feasibility, pro forma analysis, current economic trends and economic forecasting.
- Regional market trends in land development, retail, industrial and office markets.
- Market analysis as it relates to the potential development of a specific site.
- Negotiating skills and techniques.
- Development costs of office, retail, industrial and commercial buildings.
- Applicable laws, codes and regulations concerning land use and the development process (e.g. SEPA, GMA, zoning).
- Business recruitment skills and techniques.
- Real estate finance.
- Effective methods of organizing and utilizing data, equipment, personnel and resources.
- Oral and written communication skills.
- Customer service techniques and skills.
- Consensus building skills.
- Marketing and promotion techniques and skills.

- Budget preparation and control.
- Correct English usage, grammar, spelling, punctuation and vocabulary.

ABILITY TO:

- Develop and implement economic development strategies for the City.
- Plan, organize, control and direct the activities, services, budget and policy formulation of the City's economic development programs.
- Analyze situations accurately and recommend an effective course of action or present alternative solutions.
- Prioritize and schedule work.
- Communicate effectively both orally and in writing.
- Initiate creative improvements, manage change and stimulate collaborative problem solving.
- Work independently with little direction.
- Analyze complex issues and impacts and provide clear and concise recommendations and alternative solutions.
- Represent the City and attend various boards, committees and meetings.
- Maintain current knowledge of new trends, forecasts and technology.
- Negotiate with the development community to create win/win solutions to potential problems.
- Initiate and negotiate private/public partnerships on behalf of the City.
- Train, supervise and evaluate personnel.
- Develop schedules, timelines, work programs and cost estimates.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Facilitate the development process.
- Meet schedules and timelines.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in business administration, marketing, finance or related field and five years of management experience in business, economic development, downtown management, or commercial real estate, including at least two years in a supervisory capacity managing complex projects.

LICENSES AND OTHER REQUIREMENTS:

Valid Washington State driver's license.

WORKING CONDITIONS:

Work is performed in an office environment; however, travel and night meetings are required.

*** DENOTE ESSENTIAL FUNCTIONS**

Effective Date: May 2003

Revision History: July 1995