



## CITY OF ELLENSBURG

### EMPLOYMENT OPPORTUNITY

#### PART-TIME ECONOMIC DEVELOPMENT MANAGER

**This is a part-time position - 20 hours/week**

**DEPARTMENT:** Administrative  
**SALARY:** \$3,009 - \$4,012/month, 20 hours/week – FLSA Exempt  
**OPENING DATE:** January 5, 2018  
**CLOSING DATE:** January 19, 2018

#### **JOB SUMMARY:**

Under general supervision of the City Manager, the Economic Development Manager supports the efforts of the Ellensburg Business Development Authority (EBDA) and the economic strategy of City Council. This work may include developing, negotiating, and implementing economic development and redevelopment plans, programs, and services. Duties and responsibilities include planning, developing and recommending business development strategies, anticipating and identifying opportunities to stimulate and lead to recruitment of businesses, attracting, retaining and expanding business in the Ellensburg Community. Serve as the primary contact for the City for business inquiries, and coordinate with the EBDA to provide timely response.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

All the following are to be performed while adhering to City of Ellensburg operational policies, safety rules, and procedures. This position requires regular and consistent attendance to accomplish the following essential functions:

Plan, develop, organize, manage or oversee, and evaluate economic development activities within the City

Work with real estate, finance, development, property owners and other strategic partner communities, including the Kittitas County Chamber of Commerce and the Ellensburg Downtown Association (EDA) to facilitate economic vitality for the City; resolve and respond to complaints, conflicts, concerns, and questions concerning City services, policies, procedures, activities and programs as they impact business development; represent or assist with representing the City in contract negotiations relating to economic development

Coordinate review of site development architectural plans in conjunction with other City staff and/or consultants; direct the preparation of revisions as required

Prepare, write, and administer grant applications related to economic development; participate in grant funding research and preparation of grant applications for City projects as required; serve as representative to interagency planning committees and groups

Negotiate with business owners, property managers, and others to facilitate business and tourism attraction and retention; facilitates other City services in support of development and redevelopment projects

Analyze population, land use and other data relevant to the City's economic development and redevelopment plans; prepare data and analysis, reports and recommendation for use and consideration by the Community Development Director, Hearing Examiner, Planning Commission, Mayor and City Council; attend City Council and Public Hearing meetings as required

Monitor legislative developments in the area of economic development; work closely with the City Manager to develop the City's position where appropriate and respond as assigned

Prepare and manage the EBDA budget; assure financial accountability and appropriate record-keeping and internal controls

Develop and administer service contracts with professional service providers, and lease agreements with tenants; under the direction of the EBDA Board, pursue legal action as needed

Recommend revisions to development plans, policies, and strategies under review; consults with the Community Development Director to ensure community development issues are appropriately considered; provide technical expertise and respond to questions by Council members or members of the Planning Commission

Represent EBDA to the media on issues related to economic development; research and develop promotional strategies and marketing materials

Develop and implement an industrial retention plans, strategic plans, and other supporting guidance plans as requested by the EBDA in consultation with the City Manager and key staff

Serve on local, regional, state and national boards, committees and advisory groups that further economic development in Ellensburg

Complete special projects and other duties as may be assigned.

**This is a representative sample--not to imply a complete listing of responsibilities and tasks.**

#### **SUPERVISORY RESPONSIBILITIES:**

This position reports to the City Manager. Responsibilities must be accomplished independently within broad department and City goals and objectives, with intermittent supervision and timeline pressures. This position is subject to mandatory overtime. Supervisory duties may be assigned to this position.

#### **QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. 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.

#### **EDUCATION and/or EXPERIENCE:**

Bachelor's degree in urban planning, business/public administration, economics, marketing, finance, commercial real estate, or closely related field (Master's Degree preferred) plus seven years increasingly responsible experience in a local governmental redevelopment program, at least two years of which involves managing complex projects, or an equivalent combination of related education and experience; specific experience in developing and maintaining public and private partnerships preferred.

#### **LANGUAGE SKILLS:**

Ability to communicate clearly and concisely, both verbally and in writing using correct English grammar, spelling, punctuation, and vocabulary; ability to read, analyze, and interpret common scientific and technical journals, budgets, and legal documents; ability to respond to inquiries or complaints from customers, regulatory agencies, or members of the public and business community; ability to write speeches and articles for publication that conform to prescribed style and format; ability to effectively present information to top management, City Council, EBDA, public groups, and/or boards and commissions.

#### **MATHEMATICAL SKILLS:**

Ability to apply concepts and calculate figures such as fractions, percentages, ratios, interest, and proportions to practical situations.

#### **NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:**

##### **Knowledge of:**

- Principles and practices of economic development.
- Organizational and management practices as applied to the analysis and evaluation of economic development programs, policies and operational needs.
- Modern and complex principles and practices of program development and administration.
- Economic analysis techniques related to market, feasibility, and impact studies.
- Methods and techniques of effective technical report preparation and presentation.
- Research methods and sources of information related to economic development.

- Negotiation, mediation and facilitation skills, techniques and procedures.
- Applicable laws relating to growth management, SEPA, real estate and land use.
- Correct English usage, grammar, spelling punctuation and vocabulary.
- Group dynamics and methods of encouraging citizen participation.

**Ability to:**

- Plan, organize, direct, and coordinate the work of professional and technical personnel; delegate authority and responsibility.
- Provide administrative and professional leadership and direction for the economic development program.
- Identify and respond to community and City Council issues, concerns, and needs.
- Develop, implement, and administer goals, objectives, and procedures for providing effective and efficient economic development services.
- Ensure project compliance with Federal State and local rules, laws and regulations.
- Interpret and apply pertinent laws, rules and regulations.
- Prepare and analyze technical and administrative reports, statements, and correspondence.
- Work effectively with others to achieve personal, team, department and citywide goals.
- Anticipate customer needs and give high priority to customer service and satisfaction.

**TOOLS AND EQUIPMENT USED:**

Personal computer, including word processing and spreadsheet software; 10-key calculator; phone, copy machine; fax machine.

**CERTIFICATIONS, LICENSES, AND REGISTRATIONS:**

Valid Washington state driver's license and a driving record acceptable to the City's insurance carrier; First Aid /CPR certification

**PHYSICAL DEMANDS:**

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 the duties of this job, the employee is frequently required to use aforementioned tools and equipment. The employee is frequently required to effectively communicate and exchange accurate information with EBDA, City Council, co-workers, members of the public, and other groups. Communication will be done in writing, by telephone, and in person. The employee is frequently required to be in a stationary position when performing office work and must be able to move about inside the office and position self to access office equipment.

The employee must regularly move and/or transport up to 25 pounds. Specific vision abilities required by this job include close and distant vision, and the 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.

Work is performed in an office environment with periods of potentially stressful situations and frequent interruptions.

The noise level in the work environment is usually moderate.

**KEY RELATIONSHIPS:**

The key relationships described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the function of this job, the employee will provide information to, collect information from, coordinate projects and activities and solve problems with other departments and employees, state and Federal agencies, collective

bargaining committee, video, audio and print media, and the public. Contact will be made in writing, by telephone, in person, and in some cases by teaching or formal instruction.

The employee will negotiate solutions within policy guidelines with banks, employees and other departments.

***This 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.***

**BENEFITS:** Public Employees Retirement System and Social Security; Medical/Vision/Dental (pro-rated cost), Life/ Disability Insurance, PTO (Personal Time Off), holidays, employee choice days, exempt leave (all time off is pro-rated).

**FILING OF AN APPLICATION:** A COMPLETED ORIGINAL ***CITY OF ELLENSBURG APPLICATION FORM*** IS REQUIRED. A RESUME SUBMITTED IN LIEU OF THE COMPLETED APPLICATION PACKET ***WILL NOT*** BE PROCESSED. Application forms may be obtained from the 1st floor foyer or Human Resources Department, 501 North Anderson Street, Ellensburg, WA 98926. All applications will be reviewed and those applicants who most satisfactorily meet the requirements will be tested and/or interviewed. Reference checks will be made prior to an offer of employment. Appointment will be made as soon thereafter as possible.

IN ACCORDANCE WITH THE IMMIGRATION REFORM AND CONTROL ACT OF 1986, ALL NEW EMPLOYEES WILL BE ADVISED OF ACCEPTABLE DOCUMENTS TO VERIFY IDENTITY AND WORK AUTHORIZATION, WHICH MUST BE SUBMITTED WITHIN THREE (3) DAYS OF DATE OF HIRE. THIS IS A CONDITION OF EMPLOYMENT WITH THE CITY OF ELLENSBURG.

The City of Ellensburg is an equal opportunity employer and encourages applications from all persons without regard to race, creed, color, national origin, sex, age, marital status, disability or any other non merit factor. We will provide reasonable accommodation to disabled applicants, if requested and the Human Resources Department is notified at least two (2) days prior to the need.

---

***THE CITY OF ELLENSBURG IS AN EQUAL OPPORTUNITY EMPLOYER***  
***EOE/M/F/D/V***

HUMAN RESOURCES PHONE NO.: (509) 962-7222

FAX NO.: (509) 962-7143