

## **CITY OF NORTH BEND, WASHINGTON**

### **POSITION DESCRIPTION**



**Class Title:** Economic Development Manager  
**Department:** Community & Economic Development  
**Salary:** \$7,000 – \$8,750 per month, DOQ  
Non-Union, FLSA Exempt

**First Review of Applications:** May 24, 2021

Position Open Until Filled

### **POSITION SUMMARY**

The Economic Development Manager will perform a wide variety of professional level duties in the areas of economic and community development. The individual will assist in determining how to best match business and economic needs in a manner that complements the community in an effort to maintain current investment and attract new investment, both public and private. This position will serve as City staff managing the Business Outreach Group, prepare grant proposals and provide strategic planning expertise for economic development, land use, transportation, design and environmental regulations projects, develop and implement policy, and work with the Mayor, City Council and Economic Development Commission to develop and implement long-range plans to ensure the economic health and vitality of the City.

The work involves responsibility for the application of professional knowledge and skills to affect research, analysis, planning and implementation of economic development programs. The successful candidate requires a high degree of professionalism, problem solving skills, building relationships through excellent customer service, and the frequent use of independent judgment. The successful candidate is expected to develop partnerships with outside agencies and business/property owners and engage with the community. The ability to work in a team and across City departments is mandatory.

**ESSENTIAL FUNCTIONS** include but are not limited to the following:

- Recognize opportunities for economic enhancement and area revitalization, and develop appropriate projects, programs and partnerships to implement them.
- Provide assistance to potential businesses or development interests on a variety of economic development topics including, but not limited to, regulatory issues, real estate development, and identifying sources of business development funding.
- Act as a liaison between various departments and staff in dealing with developers and businesses to aid in streamlining the process and ensuring internal project coordination.
- Coordinate all economic development activities of the City, including, but not limited to business recruitment and retention, expediting development review, facilitating development agreements, and other critical development negotiations.
- Economic development policy development and updates to revise the City's Comprehensive Plan, related functional plans, and associated development regulations.

- Negotiate contracts with consultants and vendors to implement Council initiatives for economic development.
- Supervise Economic Development staff.
- Apply for grants and other financial assistance supporting economic development, tourism, trail and open space, flood control plans, and flood capital projects.
- Assess municipal processes/programs/strategies in relation to the success of appropriate business in town; recommend adjustments in programs, policies, and procedures to further economic development goals.
- Propose and work with staff on special projects, resolutions, ordinances, staff reports, and other official documents as required related to economic development.
- Initiate/maintain relationships with small and large businesses in the community and provide guidance and assistance as feasible to support and grow business by planning, organizing, and performing periodic communication with business and businesses and property owners utilizing various correspondence methods to assess concerns and opportunities.
- Develop efficient methods of formulating and maintaining current, vital economic data including but not limited to real estate and business trends, employment/training efforts and related issues. Establish a baseline of information including but not limited to analysis and research of competitive markets.
- Utilize economic data sources and GIS to provide interested citizens and prospective clients with demographics, maps, statistics, and other information as necessary.
- Perform system analysis and long-range planning, and develop procedures for systems development, updates and maintenance.
- Perform long range planning and economic development studies and develop long and short-range plans for economic development, land use, transportation, design and environmental regulations.
- Manage and operate the Western Washington revenue model for determining public revenues from development projects.
- Attend City Council meetings, committee or commission meetings, and other meetings as required to make presentations to City officials, supervisors, commission, other public agencies, civic groups and the public.
- Record and prepare minutes, compile agendas, maintain documentation and files for various meetings including but not limited to the Economic Development Commission.
- Assist other departments/executive staff with complex projects or initiatives.
- Coordinate strategic partnerships between local agencies including but not limited to the Chamber of Commerce/School Department/local business associations/property owner associations; regional, state, and/or federal governments in order to provide coordinated and comprehensive service delivery.
- Provide accurate, timely information to citizens, property owners, permit applicants, real estate agents, public officials, and any other interested parties.
- Assume other duties as requested by the Community Development Director, City Administrator or his/her designee.
- May be assigned to support critical City priorities during disasters or other emergencies.

### **AUXILIARY DUTIES:**

An employee in this classification is expected to routinely perform other duties as assigned that would typically be performed by another exempt employee. On occasion an employee in this classification may perform duties of an employee in a higher classification.

### **DESIRED MINIMUM QUALIFICATIONS:**

#### **Education and Experience:**

- Bachelor's degree from an accredited university in Land Use Planning, Economic Development, Business, Transportation Planning, Engineering, GIS, or a closely related field.
- Master's Degree preferred.
- Minimum of five (5) years of experience in Planning and/or Economic Development with a municipality or a consulting firm serving municipalities.
- An equivalent combination of experience and education which provides the required skills of the position will be considered.

#### **Necessary Knowledge, Skills, and Abilities:**

- Excellent written and verbal communication skills, including public speaking and presentation skills, and the ability to communicate professionally, clearly and effectively with the Mayor, City Council, City staff, and the public.
- Effective interpersonal skills using professionalism, patience, and courtesy.
- Decision-making, problem-solving, leadership and conflict-resolution skills.
- Detail-oriented with strong organizational skills.
- Strong focus on park planning, and developing policies, plans and projects related to North Bend park systems, including pedestrian and trail systems for walking, cycling and other recreational activities.
- Database skills including database design and analysis.
- Proficiency in Microsoft Office (Excel, Word, PowerPoint, Teams and Outlook) and Adobe products, GIS applications, and other programs as required by the job for data analysis, project tracking, and permit tracking.
- Interact in a professional and respectful manner with City staff, vendors and the public.
- Attend work on a regular and dependable basis with ability to work flexible evening and/or weekend hours as required.

#### **Knowledge of:**

- Local planning, zoning, and development codes and municipal government procedures.
- Washington State Environmental Policy Act.
- State planning related legislation, standards and policies.
- City and Department rules, regulations and policies.
- Business English, ensuring correct grammar, vocabulary, spelling and punctuation.
- Management and supervisory principles and practices including program planning, budgeting, grants, direction, coordination and evaluation.
- Government fiscal practices including budget preparation, and expenditure control.

- Grants and contract management.
- Statistical applications used in regional planning modeling.
- Spatial analysis, data generation, and mapping.
- Effective negotiation techniques.
- Managing meetings in a virtual environment.

**Ability to:**

- Read and interpret plans and maps, including zoning maps, site plans, and engineering drawings.
- Read, comprehend, interpret and effectively apply the GMA, SEPA, and applicable laws and codes affecting planning and land use decision making.
- Communicate in a clear, concise, professional and courteous manner, utilizing effective written and verbal communication skills.
- Work independently and under pressure with frequent interruptions, handle multiple and conflicting tasks simultaneously, and effectively manage time.
- Organize and carry out a work program for complex current or long-range planning projects.
- Plan, direct and coordinate the work of subordinates.
- Manage contracts and grants, including grant writing, daily direction on activities, review of invoices and applications, and monitor Federal and State funded projects for compliance with grant agreements.
- Conduct research, analyze data, and compile comprehensive reports with recommendations.
- Evaluate projects from an environmental checklist and provide mitigation measures and an environmental recommendation consistent with SEPA.
- Manage, schedule, assign, coordinate and monitor the work of consultants.
- Make presentations to City officials, supervisors, commissions, other public agencies, civic groups and the public.
- Provide accurate and timely information to citizens, property owners, permit applicants, real estate agents, public officials, and any other interested parties.
- Work with available resources to achieve goals.
- Plan and organize personal workload, secure direction when necessary, report progress in a timely manner, and make changes as directed.
- Document standard operating procedures, prepare work schedules, and expedite assigned work.
- Negotiate solutions and facilitate consensus on planning issues.
- Establish and maintain accurate records using a variety of record and filing systems.
- Tactfully handle sensitive or confidential materials.
- Demonstrate sound judgment.
- Interact cooperatively, establish and maintain effective working relationships with other employees, elected officials, and the general public, and the ability to deal with the public in a tactful yet courteous and effective manner.
- Have flexible work hours and attend evening or weekend meetings or events.
- Maintain a sense of humor and positive attitude.

**LICENSE AND CERTIFICATION REQUIREMENTS:**

- Valid Washington State Driver's License or ability to obtain upon employment.
- Must have a driving history acceptable to the City and maintain an insurable driving record.
- Valid First Aid/CPR card or ability to obtain within one year of employment.

**SUPERVISION:**

Work is performed under the supervision of the Community Development Director and the City Administrator. Latitude for independent action and decisions will be commensurate with demonstrated ability. This position will supervise the Associate Planner – Economic Development and any other economic development staff.

**TOOLS AND EQUIPMENT USED:**

Knowledge and use of applicable tools, instruments, calculators, computers, Microsoft Office applications, phones, copiers, printers, fax machines, other general office equipment, and automobiles.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

The work environment and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position.

Work is typically performed in a fast-paced office environment or public setting with occasional outdoor activity required. Work involves moderate noise typical of an office environment including ringing phones, multiple conversations and operating office machines. There may be possible interactions with irate or difficult individuals.

Work involves sitting for long periods of time, walking, climbing stairs, talking, hearing, using hands to handle, feel or operate objects, tools or controls and reach with hands and arms. Vision abilities required by this position include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus. The employee may be required to push, pull, lift and/or carry up to 30 pounds. Work may periodically require the employee to climb, balance, bend stoop, kneel, crouch and/or crawl. Employee will be required to wear safety protective gear when necessary. Some outside fieldwork may be needed and exposure to inclement weather including rain, snow, heat, and humidity may occur. Night or weekend meetings or work may be required.

**ADDITIONAL INFORMATION:**

Reasonable accommodation will be made as required by the Americans with Disabilities Act to enable a person with a disability to perform the essential functions of this position. This description is not a contract of employment and is intended only to provide a general description of duties performed by an employee in this classification, other duties may be assigned, and this description may be amended as needed.

### **APPLICANT INSTRUCTIONS:**

The City must receive a **completed City of North Bend Application Packet**. Incomplete, or late application packets or supplemental information may not be accepted. **A completed application packet consists of the following: a completed City of North Bend Application; Letter of Interest; Resume; and any supplemental education or training information that you wish us to consider that relates to this position.** Signed application packets may be either 1) mailed to City of North Bend, Attn: Human Resources, 920 SE Cedar Falls Way, North Bend, WA 98045, or 2) emailed to [dmasko@northbendwa.gov](mailto:dmasko@northbendwa.gov) to be accepted as complete. Application materials and additional information is available on the City's website at [www.northbendwa.gov](http://www.northbendwa.gov).