

CITY OF NORTH BEND, WASHINGTON POSITION DESCRIPTION



Class Title: Economic Development Manager
Department: Community & Economic Development
Salary: 7,977-10,021 per month, DOQ
Non-Union, FLSA Exempt

First Review of Applications: August 15, 2023

Position Open Until Filled

WELCOME TO NORTH BEND

North Bend is a highly livable small town that is the premier outdoor recreation destination in the Puget Sound Region. Located in the Snoqualmie Valley at the foothills of the Cascade Mountains just 30 miles east of Seattle, the city offers friendly, small-town charm, natural beauty and is rich in the arts and culture. North Bend is home to over 8,000 residents and features both a historic downtown “main street” featuring local retail and restaurants and a freeway-oriented commercial district which includes a large factory outlet mall.

Our mission is to create a highly livable community by working in partnership with citizens to blend and balance high levels of public safety services, healthy infrastructure, and quality public services, and to support a strong local economy and protect the small town character of the community.

We support our community’s vision, which is one of preservation and enhancement. This shines through our city’s innovative focus on environmental conservation.

While our mountain town is small, it is growing. We pride ourselves in providing a high level of service for our residents. A few exciting highlights in 2023 include:

- \$100 million Capital Improvement Plan
- Final stages of a state-of-the-art, \$34 million Wastewater Treatment Plant
- Permitting North Bend’s first hotel
- Plans for the largest Army Reserve Readiness center in Washington State
- Design for three pivotal city parks
- A Complete Streets plan, turning North Bend Way into a beautiful, multi-modal boulevard
- A quickly growing bike and pedestrian trail system
- \$10 million in infrastructure grant funds within the last 18 months
- A Water Supply Agreement with the Sallal Water Association, a historic achievement

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 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.
- 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.
- Act as a City liaison for the Snoqualmie Valley Chamber of Commerce, North Bend Downtown Foundation, and another other Economic Development related partnerships.
- 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.

- Propose and work with staff to utilize economic data sources and GIS to provide interested citizens and prospective clients with demographics, maps, statistics, and other information as necessary.
- Perform long range planning and economic development studies and develop long and short-range plans for economic development and related regulations.
- Manage and operate a 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 and data generation.
- 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 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 projects.
- 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.

- Manage, schedule, assign, coordinate and monitor the work of consultants.
- 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 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.

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 emitchell@northbendwa.gov to be accepted as complete. Application materials and additional information is available on the City's website at www.northbendwa.gov.