

**City of Warrensville Heights  
Service Department  
Economic Development Director**

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**POSITION TITLE: Economic Development Director**

**DEPARTMENT: Economic Development**

**REPORTS TO: Mayor**

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**Position Summary:**

Under general direction of the Mayor, plans, organizes and implements economic development functions from conception to completion, including business retention, business attraction and incentive programs; performs a variety of responsible administrative, professional and technical tasks. Implements economic development goals and objectives for the City and Redevelopment Agency, interfaces and coordinates with the development community, local business. The Director shall provide strategic vision and leadership and help to implement an economic development business plan, focusing on job creation throughout the city. The Economic Development Director serves at the pleasure of the Mayor.

**Major Accountabilities:**

- Provides information and/or make presentations to supervisors, boards, commissions, civic groups, businesses, individuals, and the general public on economic development issues, programs, services, and plans.
- Maintains strong working relationships with the general public, area businesses and clients.
- Makes presentations to City Council, commissions and the general public on economic development issues.
- Assumes management responsibilities for all services and activities of economic development attracting increased capital investments; establishes and maintains a private/public partnership for positive long-term economic change.
- To promote the area as a desirable place to conduct business, live, learn, and create.
- To facilitate and negotiate real estate development agreements.

- To assist in diversifying the economic base by creating primary jobs and retaining existing jobs; and to have an aggressive entrepreneurial mindset as well as be a creative thinker and willing to experiment with different economic development techniques.
- Identifies potential grant and loan opportunities, and identifies other funding sources for local economic development projects.
- Ability to develop and execute innovative and strategic economic development programs including; business attraction and retention; commercial development, industrial development; small business and entrepreneurial support; and redevelopment opportunities.
- Prepares and distributes economic development specific informational/recruitment packet materials and distributes promotional material.
- Knowledge of how businesses work as well as current and future trends, practices, and technologies, which drive business development.

### **Position Qualifications:**

Knowledge of operational characteristics, services and activities of an economic development program; management methods and techniques to analyze programs, policies and operational needs; marketing analysis and development; business law contract development; public administration and local government operations; and pertinent Federal, State and local laws, codes and regulations. Ability to oversee and manage the operations, services and activities of the economic development program; use sound judgment; present written and oral reports; design technically complex visual aids such as maps, tables and charts; prepare clear and concise reports; analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations; research, analyze, and evaluate new service delivery methods and techniques; interpret and apply laws and regulations; communicate clearly and concisely both orally and in writing.

- Must have a minimum of a high school education and preferably 4+ years of experience in public works construction and/or experience as a general contractor. Formal training beyond high school in landscape design, construction and maintenance is desirable.
- Ability to use personal computer---Microsoft Word, Excel, Outlook, and knowledge in use of proprietary computer systems.

- The successful candidate shall have excellent communication skills and capabilities. Marketing knowledge and experience is a plus. Must possess a minimum of three years of progressively responsible experience working in municipal government as well as considerable economic development experience.

**Pre-Employment Requirements:**

- Offer of employment is contingent upon final candidates educational and experience verification, successful completion of pre-employment physical and chemical detection screen.

**We are an Equal Opportunity Employer**

**Qualified applicants please submit resumes by October 4, 2020**

**Attn: Dawn Cowan  
4743 Richmond Road  
Warrensville Heights Ohio 44128.**

**Email: [dcowan@cityofwarrensville.com](mailto:dcowan@cityofwarrensville.com)**