



Effective: February 15, 2019  
City of Sweet Home  
Community and Economic Development Director  
Job Description  
FLSA Exempt  
Non-Bargaining

Approved by:

**COMMUNITY AND ECONOMIC DEVELOPMENT DIRECTOR**

The City of Sweet Home values trustworthy employees with a positive attitude who are willing to offer great service, are committed to customer satisfaction and actively support and uphold the City's mission and values. Professionalism, tact, and strong interpersonal skills are important to be an effective and efficient team member. Day to day responsibilities are unique to each role but contribute to a common direction and a collaborative work environment. Regular attendance is essential for continuity, productivity and success. Practicing good judgement which exemplifies integrity is essential. Employees are to be responsible and accountable for their work and treat others in a respectful and supportive manner. The City encourages employees to develop themselves professionally and personally.

**A. SUMMARY:**

The Community and Economic Development Director will be expected to plan, direct, administer and oversee staff that perform all activities consistent with a Community and Economic Development department including economic development, land use and transportation planning, engineering, code enforcement, and parks programming and planning. This position is accountable for results in terms of urban form and community livability, costs, personnel, and methods.

This position performs professional economic development work, communicates with the public in matters related to departmental activities and responsibilities, and supervises department personnel in the performance of their duties. This position is primarily responsible for all economic development activities for the City of Sweet Home. This position is FLSA-exempt.

Sweet Home strives for a highly integrated senior staff where mutual support, advice, and collaboration cross all departments. As such, the primary responsibility of a Director-level position at the City of Sweet Home is to serve as a member of the Executive Team and work closely with the City Manager to provide businesses, community organizations, and citizens with information, guidance, and support to achieve their goals.

**B. SUPERVISION RECEIVED AND EXERCISED:**

Work is performed under the direction of the City Manager who reviews work on the basis of results obtained. Direct supervision is provided to City and contracted department staff that serve in positions that include, but are not limited to: the Associate Planner, Project Assistant, Building Inspector/Official, Permit Technician, City Engineer, and Code Enforcement Officer.

**C. EXAMPLES OF DUTIES:** The duties listed here are intended for illustration. The omission of any assignment does not exclude it from the position.

1. Prepare and implement a Strategic Economic Development Plan.

2. Develop and maintain an inventory of City properties and other resources of interest to potential business prospects and site users.
3. Facilitate the progressive development of the commercial and industrial areas of the city.
4. Formulate, supervise and administer the economic development activities in Sweet Home in collaboration with partner organizations.
5. Support start-up and existing enterprises, and engage in business recruitment.
6. Act as the City's Business and Community Liaison; helping connect local businesses and community organizations with resources that are inside and outside the City which allow them to thrive.
7. Partner with local and regional organizations, businesses, and citizen committees to coordinate activities and leverage city resources.
8. Develop and promote marketing materials to establish Sweet Home as a destination for entrepreneurship and tourism.
9. Identify and implement projects which enhance the livability of the community.
10. Work as a member of the Executive team and assist with a variety of City projects and other work as necessary.
11. Create and manage the department's annual budget.
12. Oversee the provision of land use planning services; including the City's long range and current planning. Oversees contract planning services and supervise department Planning staff.
13. Oversee the administration of the Comprehensive Plan and development codes; initiates long range planning and economic development program proposals. Track statistics and metrics needed to evaluate the progress of the program.
14. Evaluate, develop and implement programs, policies and procedures to improve the effectiveness and efficiency of the department. Establish departmental goals and objectives consistent with Council's goals and objectives.
15. Plan and develop departmental programs and services based on analysis of legal, social, economic, environmental and political factors, workload, and staffing levels to provide appropriate and effective planning and economic development to the community.
16. Ensure application and enforcement of the City's development regulations, zoning codes, site-plan reviews, and related local, state, and Federal laws related to land use following Federal, State and City of Sweet Home laws and regulations.
17. Represent the City of Sweet Home in various arenas requiring department expertise.
18. Work in concert with the Public Works Director to oversee management of the City's Geographic Information System interface.
19. Effectively speak for and advocate for the City's interests and positions in regional settings and integrate those interests and positions into regional programs, positions, and proposals.
20. Identify potential grants to further city's goals and strategies related to department activities. Prepare and administer grant applications and requests for proposals.
21. Oversee the Building Inspection Program and employees related thereto.
22. Provide advice, opinion, and act as a senior counselor to the City Manager.
23. May be responsible, through subordinate staff, for the planning and implementation of community Park & Recreation program(s) and events where appropriate and relevant.
24. Continues professional education and growth through membership in appropriate professional organizations and attendance at appropriate conferences and training opportunities as time and budget allow.

## **D. QUALIFICATIONS**

### **Knowledge of:**

- Knowledge of office procedures, including effective filing and accurate record keeping techniques.
- Knowledge of economic development activities.
- Working knowledge of the Oregon land use planning program.

### **Ability To:**

- Use strong interpersonal skills
- Creatively resolve complex issues successfully, effectively communicate, and engender positive interaction with Council, staff, and public is critical to this position
- Exercise independent judgment within established procedures
- Apply policies and procedures
- Effectively communicate clearly, tactfully, and courteously
- Demonstrate strong organizational skills and strict attention to detail and process
- Use database, calendar, word-processing, and other organizational office computer software effectively
- Evaluate, analyze and review plans, applications, public statutes, contracts, and maps
- Rapidly gather diverse information, formulate conclusions, and clearly communicate them
- Communicate effectively and professionally with diverse audiences, including the public, the Council, and City personnel at all levels
- Resolve conflicts and maintain harmonious working relationships throughout the organization and with other agencies and departments
- Read and write a variety of documents, including correspondence, proposals, and other persuasive and informative materials

## **E. WORK ENVIRONMENT/PHYSICAL DEMANDS**

*Essential duties require the following physical abilities and work environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Ability to sit at a workstation for extended periods
- Ability to visit City businesses in diverse environments
- Occasional ability to lift, carry, and put away parcels weighing up to 30 pounds each
- Physical stamina to sustain long work days, including early morning and evening meetings, as necessary
- Physical ability to have access to any and all City facilities sufficient to monitor programs and operations
- This position may work difficult and extended hours

## **F. EXPERIENCE AND EDUCATION**

### **Experience**

Five years of continuous progressive management experience or a combination of education and experience that provides the knowledge, skills, and abilities to perform the work.

### **Education**

Bachelor's Degree in Public Administration, Business Administration, Public Policy, Planning, Applied Economics or any other related degree from an accredited university.  
Master's Degree preferred.

**G. LICENSE AND CERTIFICATE**

State of Oregon Driver's License or ability to obtain within six (6) months.

**Desirable Qualifications**

Previous experience in Economic Development Preferred.  
Extensive experience in local government preferred.