

**CITY OF BURIEN, WASHINGTON  
POSITION DESCRIPTION**

**Economic Development Manager**

**NATURE OF WORK:**

Plans, organizes and directs activities to enhance economic development in Burien emphasizing revitalization of the downtown. The Manager is responsible for the development, recommendation and implementation of policies, programs and procedures that accomplish the City Council's goals and objectives to ensure the economic health and vitality of the city. The Manager reports to the City Manager and coordinates with the Director of Community Development and other city departments. (This is an exempt position under FLSA regulations.)

**ESSENTIAL DUTIES:**

Develops and implements short and long term economic development strategies, public/private partnerships for development, and business assistance programs for existing and prospective businesses. Recommends adjustments in programs, activities, policies and procedures to further economic development goals.

Develops and implements a business recruitment and retention campaign and marketing strategy according to economic development enhancement program.

Develops and implements a downtown revitalization program incorporating concepts identified in the Hyett/Palma Downtown Burien Economic Enhancement Strategy and the City Council's approved Downtown Work Program.

Prepares the economic development budget; ensures financial accountability and appropriate record keeping and internal controls.

Serves as a "broker" in recruiting and assisting businesses interested in locating in Burien to identify suitable properties for their enterprises.

Negotiates for the acquisition/disposition or lease of properties needed for economic development projects. Meets with affected property owners in potential economic development areas to assess and coordinate the City's economic development efforts.

Develops, implements and participates in special business community events to promote business development and vitality.

Serves as the City liaison to the business community, chamber of commerce, economic development planning advisory boards, economic development agencies, and governmental agencies in furthering the City's economic development policies.

Assists businesses with permit issues if not resolved satisfactorily by the permit staff.

Presents proposed programs and projects to business community groups, agencies and the City Council. Follows up on Council actions related to Economic Development.

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Builds and maintains effective relationships with the business community, advisory groups, other governmental agencies, citizen groups and citizens.

Researches, analyzes and reports on economic and market trends.

Proposes and writes resolutions, proclamations, ordinances, staff reports and other official documents as required related to economic development.

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

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.

Considerable knowledge of modern principles and practices of economic development.

Knowledge of structure and operation of municipal government principles, practices, procedures and legal requirements.

Knowledge of organizational and management practices as applied to the analysis and evaluation of economic development programs, policies and operational needs.

Knowledge of real estate practices, management, organization, and legal practices pertaining to real property, right-of-way, acquisition, and relocation; survey laws, land transaction methods, title records and instruments.

Knowledge of economic analysis techniques related to market, feasibility and impact studies.

Ability to analyze and develop policies related to economic development.

Knowledge of grant research and preparation.

Knowledge of methods and techniques for business and community involvement. Ability to motivate others to gain support for new initiatives.

Thorough understanding of the City's political environment and sensitivities; ability to function effectively within that environment.

Knowledge of modern office practices, procedures, systems and equipment. Ability to operate computer equipment and programs to produce publishable reports and documents.

Ability to interpret pertinent legal documents, laws, and regulations.

Ability to cultivate and maintain cooperative and effective working relationships with elected officials, advisory bodies, the business community, department heads, employees, the media and the general public.

Ability to accurately analyze problem situations and adopt an effective course of action.

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Ability to communicate effectively in written and oral form to a diverse audience, and to prepare and analyze technical and administrative reports, statements and correspondence.

Ability to effectively represent the City in situations which are potentially adversarial or stressful.

#### **SUPERVISORY RESPONSIBILITIES:**

May be required to supervise clerical staff, which could include permanent part-time or full-time staff, volunteers or student interns in accordance with the City's policies and applicable laws. May assist in interviewing, hiring recommendations, and training, planning, and assigning work.

#### **MINIMUM QUALIFICATIONS:**

Bachelor's degree in economics, marketing, planning, public or business administration or related field, and five years of increasingly responsible work experience in any combination of public or private business, real estate or economic development, including a minimum of two years managing complex projects. Masters Degree preferred. Public relations experience highly desirable.

#### **PHYSICAL DEMANDS AND WORKING CONDITIONS:**

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.

Work is performed outdoors, and in the office environment, and may involve travel to a variety of locations to perform site visit work and/or attend meetings. Hand-eye coordination is necessary to operate various pieces of office equipment. While performing the duties of this job, the employee is required to stand and walk, use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is required to talk and hear. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The work environment is fast-paced, and the noise level is usually moderate. The employee must occasionally lift and/or move up to 25 pounds. Duties are performed both individually and as part of a work team. Attendance at night meetings may be required, and meeting project deadlines may require working more than 40 hours per week. The employee may occasionally encounter stressful situations due to sensitive or complex public issues.