

CITY OF PORT ANGELES JOB DESCRIPTION  
City Manager's Office

**ECONOMIC DEVELOPMENT DIRECTOR**

**NATURE OF WORK:** This position reports to the City Manager and is responsible for the development and implementation of economic developmental plans, programs and services, both commercial and industrial, for the City of Port Angeles. This includes, but is not limited to, monitoring present business activity, developing ways to retain current businesses and assist in their development and growth and attracting new businesses to the City.

**EXAMPLES OF DUTIES:** The following duties are not inclusive of all duties, and the incumbent performs other related duties as required:

1. \*Develop a business retention plan for the City.
2. \*Develop both short-term and long-term economic plans and programs to not only enhance current economic activity in the City, but also to encourage further economic activity.
3. \*Coordinate the preparation of marketing materials, which will assist in responding to inquiries about local economic development opportunities in the City, including information about utilities, taxes, zoning, transportation, community services, and financing tools.
4. \*Develop and maintain a comprehensive inventory of available buildings and sites in the community for economic purposes and track business movement into and out of the City.
5. \*Coordinate marketing plans and serve as liaison for the City in conjunction with the Clallam County Economic Development Council, Chamber of Commerce, Port of Port Angeles, Port Angeles Downtown Association, and other related organization. Researches and prepares marketing materials for distribution. Develop and cultivate contacts with existing and prospective City businesses.
6. \*Prepare and maintain information which will assist in responding to inquiries about local economic development activities and opportunities in the City of Port Angeles. This may include information regarding utilities, taxes, zoning, transportation, community services, and financing tools.
7. Monitor local, State, and Federal legislation and regulations relating to economic development and report findings and trends to the City Manager.
8. \*Assist new and expanding businesses with City business and development applications and procedures; exchange information to encourage cooperation and efficiency of the development process.
9. Prepare, write and administer grant applications related to economic development.
10. Coordinate and monitor professional service contracts as related to economic development as assigned.

**PREFERRED QUALIFICATIONS:**

Education: Graduate of an accredited 4-year college or university with a degree in business, public administration, economics, marketing, finance, urban planning, or a closely related field.

Experience: Two years experience related to economic development in a municipality.

**KNOWLEDGE, ABILITIES AND SKILLS:**

1. Knowledge of operations, organization, policies and ordinances that affect economic development.
2. Knowledge of business recruitment skills and techniques; marketing and promotion techniques.
3. Knowledge of applicable laws, codes and regulations concerning land use property development.

4. Knowledge of community market trends in land development, retail, industrial, and office markets.
5. Knowledge of development costs of office, retail, industrial and commercial buildings.
6. Knowledge of market analysis as it relates to the potential development of a specific site.
7. Knowledge of negotiating skills and technique, consensus building skills and customer service skills.
8. Knowledge of budget preparation and control.
9. Ability to prepare comprehensive economic development reports, memoranda, and other related correspondence.
10. Ability to make verbal presentations before a variety of community groups and communicate effectively with the media.
11. Ability to multi-task.
12. Ability to read, write, and speak the English language at a level sufficient to efficiently perform the functions of the position.

APPROVAL SIGNATURES:

DATE:

Department Head \_\_\_\_\_

Human Resources Manager \_\_\_\_\_

City Manager \_\_\_\_\_

Effective date: 1/99

Admin/Mgmt

Amended:

\*denotes essential function