

## **CITY OF RENTON**

### **CLASS TITLE: ECONOMIC DEVELOPMENT, NEIGHBORHOODS AND STRATEGIC PLANNING ADMINISTRATOR (AS-1103)**

#### **BASIC FUNCTION:**

Under the direction of the Mayor, plan, organize, coordinate and direct the City's economic development, strategic planning and neighborhood revitalization functions including zoning, long-range planning, downtown redevelopment, neighborhood enhancement, business recruitment and retention and coordination of state and federal legislative lobbying activities; oversee work plans and provide relevant information to the Mayor and City Council; supervise and evaluate the performance of assigned staff and allocate personnel and resources to optimize department efficiency and effectiveness.

#### **REPRESENTATIVE DUTIES:**

- \* Plan, organize, coordinate and direct the activities, services, operations, budgets and policy formulation of City economic development, strategic planning and neighborhood revitalization services, including zoning, long-range planning, downtown redevelopment, business recruitment and retention and coordination of state and federal legislative lobbying activities;**
- \* Oversee the management of projects and programs; assure the timely and efficient completion of work projects; modify goals, time lines, staffing levels, costs and other factors as needed to complete projects.**
- \* Establish performance criteria for divisions within the department; monitor and measure attainment of objectives, goals and priorities and implement corrective actions in project phases and objectives as necessary.**
- \* Attend City Council meetings and public hearings; make public presentations at meetings and respond to questions and comments; present technical information and policy options for Council consideration.**
- \* Direct the preparation and consolidation of the department budget; assure financial accountability and appropriate record keeping and internal controls.**
- \* Direct the identification and resolution of issues relating to or otherwise involving the department; coordinate and encourage the development of strategies to address planning, economic development and neighborhood issues.**

**\* Direct and participate in the selection, supervision and performance evaluation of assigned personnel; ensure appropriate and continued training of department employees; counsel, discipline and terminate staff as appropriate; review personnel actions of subordinate staff; supervise personnel directly and indirectly.**

Manage or supervise the management of professional service contracts.

**\* Communicate and coordinate efforts with a variety of individuals and organizations, including City employees and executive staff, local cities, citizens, contractors, employers, boards, committees and public and private sector agencies.**

Direct, participate in and complete special projects for the Mayor, City Council and other officials as required, including reports, gathering data and serving on committees; provide and present oral and written progress reports as required.

Direct the preparation of the agenda for regular and special meetings of boards and committees; represent the City and deliver oral presentations as needed; serve on various committees as required, including the regional and professional boards.

Perform related duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

- Economic development principals, financing methods and strategies.
- Understanding of impact of regulatory constraints and incentives on development
- Funding sources related to assigned programs, projects, activities and operations.
- Principles and practices of administration, supervision and training.
- City organization, operations, policies and objectives.
- Oral and written communication skills.
- Public speaking techniques
- Interpersonal skills using tact, patience and courtesy.
- Laws, rules and regulations related to assigned activities.
- Computer operation and basic word processing and financial worksheet software

### **ABILITY TO:**

- Plan, organize, coordinate and direct the City's Economic Development, Neighbors and Strategic Planning Department. Coordinate and direct activities, programs, services and personnel involved in land use, strategic planning, neighborhood enhancement, legislative issues and economic development.
- Represent the City and attend various boards, committees and meetings.

- Develop cooperative activities and projects to enhance the relationship of the City with neighborhoods and businesses.
- Assure the efficient and effective allocation of physical, human and financial resources.
- Analyze complex situations accurately and adopt an effective course of action.
- Develop schedules, time lines, work programs and cost estimations.
- Train, supervise and evaluate personnel.
- Maintain records and prepare reports.
- Establish and maintain cooperative and effective working relationships with others.
- Prepare complex and special reports.
- Prioritize and schedule work.
- Meet schedules and time lines.
- Maintain current knowledge of technological advances in the field.
- Communicate effectively both orally and in writing.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelors degree in business management, finance, marketing, planning or related field and six years upper-management experience in business, economic development or commercial real estate, administering complex budgets, projects and community development efforts.

**LICENSES AND OTHER REQUIREMENTS:**

Valid Washington State driver's license.

**WORKING CONDITIONS:**

Work is performed in an office environment although some travel and night meetings are required.

**\* Denotes an essential function**

September 1997