

Job Title: Director of Economic Development

The City of Demopolis, AL is booming! With the new West Alabama Highway Project, a \$26M grant from the Bloomberg Foundation to build the Alabama School of Healthcare Sciences, the construction of a brand new Nursing School, and a *number* of downtown development projects– Demopolis is poised to double in population over the next decade.

Work side-by-side with leadership that is invested in and passionate about the development and growth of the Demopolis community.

Are you passionate about community? Ready to roll up your sleeves and make an impact? Do you want to be a part of a team that will deliver substantial economic growth in the next 5-10 years? We're looking for an instigator – *a driver and connector* – for Demopolis' economic prosperity over the next decade and beyond!

Role Description

This position manages economic development and business relations functions and serves as a liaison to external stakeholders and as chief coordinator of economic development activities and grant opportunities for the City of Demopolis.

Duties include helping oversee management of select capital projects, services, initiatives, and special projects as directed. Serving as a direct point of contact for the city for current and potential businesses, individuals, and other organizations in development matters, assisting through the various applications, permitting, and licensing processes (retail, commercial, residential). Additionally, this role will assist in the managerial, administrative, and technical/specialized work functions associated with directing, planning, developing, organizing, implementing, and supervising the city's economic development operations and services.

About the City of Demopolis

Nestled where the Black Warrior and Tombigbee Rivers meet, Demopolis is a hidden gem full of history, natural beauty, and warm Southern hospitality. Filled with scenic parks, outdoor adventures, unique festivals and historic landmarks, Demopolis offers something for everyone. Whether you're strolling along the river, enjoying local shops and restaurants, or connecting with the city's welcoming community, you'll quickly see why so many people fall in love with this special place.

Qualifications

- Education & Experience: Bachelor's degree in business administration, Public Administration, or related field required
- 5-10 years of progressively responsible supervisory experience in public administration, business management, local government or a related field required.
- Possession of an appropriate certification or license is preferred.
- Must possess a valid driver's license and be a US Citizen.

Compensation & Benefits

- Salary: \$100,000 - 150,000 annually including benefits, dependent on experience and qualifications
- Major medical health insurance, retirement and life insurance

Essential Functions

The following duties are normal for this classification. The omission of specific duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned. Specific duties listed may not be required for all positions within this classification but are determined by the normal requirements for the particular position.

- Assists, coordinates, and oversees daily operations and activities; identifies, develops and implements immediate and long-range plans.
- Consults with Mayor, City Council, and other regulatory agencies; recommends city and departmental rules, regulations, and policies.
- Works in concert with DIBD to facilitate economic development projects; identifies and recruits business prospects. Manages the city's economic efforts. Serving as a direct point of contact in development matters, assisting through the various applications, permitting, and licensing processes (retail, commercial, residential).
- Serves as a liaison between city officials, departments, local businesses, institutions, industries, and other related agencies, boards, commissions, or groups regarding city services and operations; provides technical expertise.
- Creates and maintains positive public relations with the public; provides education on city services and operations; interacts with the media. Works with City staff to ensure timely resolutions to issues affecting development projects.
- Assists in the development and implementation of the City's business license permitting process, inspections process, sales tax collections process, residential and commercial development process, and implements procedures related to these processes.
- Assists in developing operational policy to help the City's departments and personnel provide services to the retail, commercial, residential, and development communities.
- May attend local, state, and national events to assist in marketing the city of Demopolis to prospective retailers and retail developers.
- Works to develop a culture of partnership and teamwork among the city of Demopolis employees and the Demopolis retail and development communities. Including the

implementation of policies and procedures to improve and simplify business licensing, permitting, and inspection processes.

- Assists with applications for local, state, and federal grants applicable to retail development, economic revitalization, and commercial redevelopment, and may manage similar grants or programs.
- Responds to inquiries from the public concerning problems, complaints, or emergency situations; directs operations questions/problems to appropriate departments; resolves complaints as required.
- Attends city council meetings; attends departmental meetings; and serves on committees as required.
- Maintains a comprehensive, current knowledge and awareness of applicable laws/regulations and new standards in technology; reads professional literature and maintains professional affiliations.
- Reviews, analyzes, and implements policies as directed.
- Directs capital projects as assigned; monitors budgets, timelines, and concept development.
- Incorporates continuous customer service improvements.
- Must accomplish the essential functions of the job, with or without reasonable accommodation, in a timely manner.
- Must meet regular attendance requirements.
- Must be able to maintain good interpersonal relationships with staff, co-workers, managers, and citizens.
- Must be able to maintain the absolute confidentiality of privileged information and to maintain the trust of retailers, developers, legal authorities, and the business community.
- Coordinate with staff to identify infrastructure issues that may hamper growth and development and seek ways to address these issues
- Seek feedback from developers, property owners, business owners and others about the City's development process
- Direct business owners and developers to potential sources of funding and other resources
- Coordinate pre-app/predesign meetings
- Commercial submittals/plans-prepare, check for completeness, and distribute
- Create and maintain database of available commercial properties in the city
- Create and maintain directory of businesses in the city

Qualifications & Skills

- **PHYSICAL REQUIREMENTS:** Must be able to operate a variety of automated office equipment including a computer, copiers, fax machines, telephone, etc. Physical demand requirements are at levels of those for sedentary work.
- **DATA COMPREHENSION:** Requires the ability to compare and/or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things which may include forms,

reports, blueprints, reference materials, legal documents, technical journals, procedural manuals, and operational manuals.

- **INTERPERSONAL COMMUNICATION:** Requires the ability to speak with and/or signal people to convey or exchange civil engineering, personnel, legal, and water utility-related information, including giving/receiving assignments and/or directions to/from co-workers, assistants, managers, or supervisors as well as communicating with engineers, regulatory personnel, the media, and the general public.
- **LANGUAGE ABILITY:** Requires ability to read a variety of civil engineering, legal, and water utility-related documentation, directions, instructions, and methods and procedures. Requires the ability to write job related documentation and reports with proper format, punctuation, spelling, and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and well-modulated voice such as public speaking situations before the city council, community groups and the general public.
- **INTELLIGENCE:** Requires the ability to learn and understand complex environmental engineering, legal, and water utility-related principles and techniques, to understand departmental policies and
- procedures, to make independent judgments in absence of supervision, and to acquire and be able to expound on knowledge of topics related to primary occupation.
- **VERBAL APTITUDE:** Requires the ability to record and deliver information, to explain procedures, and to
- follow verbal and written instructions.
- **NUMERICAL APTITUDE:** Requires the ability to add and subtract totals, multiply and divide totals, determine percentages, determine time and weight, interpret statistical data, and utilize geometric and algebraic formulas.
- **FORM/SPATIAL APTITUDE:** Requires the ability to visually inspect items for proper length, width, and shape using job related equipment, which may include engineering scales and standard measuring devices.
- **MOTOR COORDINATION:** Requires the ability to coordinate hands and eyes in using automated office equipment and to operate motor vehicles.
- **MANUAL DEXTERITY:** Requires the ability to handle a variety of items, automated office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting motion or turning motion while coordinating other hand with different activities. Must have minimal levels of eye/hand/foot coordination.
- **COLOR DIFFERENTIATION:** May require the ability to discern color.
- **INTERPERSONAL TEMPERAMENT:** Requires the ability to deal with and relate to people beyond giving and receiving instructions. Must be able to adapt to and perform under considerable stress when confronted with an emergency. Must relate to City leaders, staff, and customers and must be approachable.
- **PHYSICAL COMMUNICATION:** Requires the ability to talk, express, or exchange ideas by means of spoken words and/or hear and perceive nature of sounds by ear.