

**City of Sallisaw
Job Description**

Job Title: Economic Development Director

Exempt (Y/N): Yes

Department: Administration

Date: August 2017

Reports To: City Manager

SUMMARY:

Performs a variety of administrative, technical and professional work in preparation and implementation of economic and community development plans, programs, and services. This position is responsible for promoting the business and economic development interest within the community and completing all special assignments, programs and tasks assigned by the City Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include, but are not limited to, the following. Other duties may be assigned.

1. Provides assistance in the development of short and long term economic and community development plans, as well as the gathering of information and preparation of studies, reports, and recommendations to achieve such goals.
2. Works closely with the Sallisaw Chamber of Commerce to identify areas of concern in the promotion of business location and expansion with the City.
3. Works on a variety of special assignments, programs and task assigned by the City Manager.
4. Provides information and/or makes presentations to supervisors, boards, commissions, civic groups, businesses, individuals, and the general public on economic development issues, programs, services, and plans.
5. Creates and updates with the existing inventory of available buildings, business, vacant land, and residential development sites within the community. This will include both public and private buildings and land areas.
6. Assists in the preparation of grant proposals and applications, contracts and other necessary documents as may be required for necessary community services.
7. Maintains strong working relationships with the general public, area businesses, clients, the media and others
8. Serves as a member of various committees, as assigned
9. Attends professional development workshops and conference to keep abreast of trends and developments in the field of economic development, and to represent the interest of the City of Sallisaw on matters related to economic development
10. Appear for scheduled work with regular, reliable and punctual attendance
11. Other duties as assigned

QUALIFICATIONS:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED) and minimum of two (2) years related experience and/or training or college equivalent. Experience in using a computer and also using Microsoft Word and Excel.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from the general public and or other employees.

INTERNAL AND EXTERNAL COMMUNICATION:

Contacts of considerable importance within the department or office, such as those required in coordination of effort, or frequent contacts with other departments or offices, generally in normal course of performing duties. Regular contacts with customers, either within the office or in the field. May also involve self-initiated contacts with customers. Must be able to maintain a cooperative working relationship with other employees and departments of the City.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical form and deal with several abstract and concrete variables.

COMPUTER AND ADMINISTRATIVE SKILLS:

To perform this job successfully, an individual must have knowledge of Microsoft Office products, primarily Excel, PowerPoint, Publisher and Word, and the ability to learn other specific programs related to municipal government operation.

PHYSICAL DEMANDS:

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.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to sit, stand and walk; use hands and fingers to handle and feel; reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

** A pre-employment drug test is required. Successful applicant must reside within a 20-minute response time of the city limits of the City of Sallisaw, Oklahoma.

Approved:  _____
City Manager

Date: 8/2/17

Modified: 8/1/2017 (New)