



City of Saginaw

City of Saginaw

Meeting Date: 3/20/2018

Staff Contact: Gabe Reaume
City Manager

Agenda Item: 7
(CC-0318-16)

E-mail: greaume@saginawtx.org

Phone: 817-230-0324

SUBJECT: Receive Report, Consideration and Action regarding Economic Development Director

BACKGROUND/DISCUSSION:

This item is related to the discussion held at the March 6, 2018 City Council Meeting. A draft of a job description for an Economic Development Director is attached.

FINANCIAL IMPACT:

N/A

RECOMMENDATION:

N/A

Attachments

Draft of Job Description

**CITY OF SAGINAW
JOB DESCRIPTION**

Job Title: Economic Development Director
Department:
Full Time Position

Effective:
State Employment Commission Code: 1611
Worker's Compensation Number: 5506

Job Summary:

Directs all economic development functions of the city, which includes all business expansion, retention, and marketing and branding activities. Organizes and oversees city beautification programs and provides direction and support for citywide special events.

Essential Job Functions:

Administers the development and implementation of a comprehensive economic development program, which includes ordinance development, policies, procedures, guidelines, consultant oversight, database development, and prospect contact. Coordinates with the Saginaw Area Chamber of Commerce, landowners, and developers. Prepares documentation. Presents at City Council functions and Boards and Commission meetings as needed. Coordinates all economic development activities with staff, City Council, and applicable consultants. Responds to and resolves complex, sensitive development related questions and issues from the public. Responds to proposals from prospects and evaluates incentive requests by gathering data to prepare a cost benefit analysis for City Council consideration. Prepares and administers annual budget for the division. Ensures effective operational and financial management through forecasting, reviewing budgetary submissions, procurement and control of grants and other funds, and auditing expenditures. Develops, evaluates, and monitors the goals and objectives of long-range beautification, streetscape, façade, and business expansion and retention programs. Maintains working relationships with existing industries. Works with private property owners and brokers as well as local, state, and federal agencies to facilitate redevelopment of existing properties. Adheres to departmental, personnel, and safety policies and procedures. Performs other duties as assigned.

Other Job Functions:

Works with other City departments as needed.

Required Education, Degrees, Certificates, and/or License:

A Bachelor's Degree in Public Administration, Business Administration, or a related field is preferred. A minimum of two years economic development experience is required. In lieu of Bachelor's Degree, must have six years of related experience in Economic Development. Supervisory experience is required. Completion of Accredited Economic Development Course (AEDC) within one year of employment is required. Must have a valid Texas Driver's License and driving record must be in compliance with City policy. Must submit to and pass a post-offer, non-regulated drug test and thorough background checks (including criminal history).

Experience, Training, Knowledge, and Skills:

Must have excellent managerial, leadership, organizational, customer and public relations, personnel management and budgetary skills. Must have excellent communicative skills, both oral and written. Must be able to maintain a professional and pleasant demeanor at all times. To perform the essential functions of the job, must be able to talk, write, see, read, hear, manage multiple projects, meet deadlines, prioritize and organize work assignments, work well under pressure and stress, and make competent decisions. May work extensive hours as needed, attend board, council and other related meetings. Some overnight travel may be required.