

City of Dunedin, Florida
Class Description

Position Title: **Economic Development Project Manager**
Economic & Housing Development Department

GENERAL STATEMENT OF JOB

Under general supervision, performs professional and managerial work related to the development and implementation of economic development plans, programs and services, and supporting management of the City's Community Redevelopment District. Work requires considerable independent judgement following established guidelines, codes, rules and policies. Reports to the Economic & Housing Development Director.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position.

Plans, develops, organizes, manages and evaluates economic development activities and incentive programs.

Works with the real estate, finance, development and property owner communities to facilitate economic vitality.

Provides project management and coordination with various City departments, user groups, officials, boards and consultants.

Represents the City at economic development and other regional meetings.

Coordinates and encourages the development of strategies that maintain and enhance the long-term economic vitality of the City.

Manages the capital improvement projects of the CRA and economic development.

Develops and maintains a comprehensive inventory of available buildings and sites in the community for economic development purposes and tracks business movement into and out of the City.

Prepares and facilitates presentations and 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.

Present proposed programs and projects to business community groups, agencies and the City Commission; follows-up on Commission actions related to economic development.

Assists new and expanding businesses with City business and development applications and procedures; exchanges information to encourage cooperation and efficiency of the development process.

Prepares agenda items and presents to various Boards and the City Commission.

Identifies and defines end-user requirements and needs.

ADDITIONAL JOB FUNCTIONS

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Reviews monthly invoices for consultant services and assists with project construction invoicing.

Collaborates with all construction team members, engineers, contractors and City staff in building upon ideas, personal accountability, and ownership of roles and assignments.

May provide supervision over assigned positions.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a Bachelor's degree in Business/Public Administration, Economics, Marketing, Finance, Urban Planning, Commercial Real Estate or a closely related field. Three (3) years administrative experience in economic development. Experience in local/state government economic development is strongly preferred.

An equivalent combination of education, training and experience that provides the required knowledge, skills and abilities may be considered.

SPECIAL REQUIREMENTS

Must possess a valid Florida driver's license.

At least one (1) year of experience in supervising professional staff.

American Institute of Certified Planner (AICP) license, Florida Redevelopment Professional certification or other specialty certification is a plus.

This position is Category C for the purposes of Dunedin Emergency Management. Employees in this category may be assigned to work a variety of schedules including compulsory work periods in special, emergency and/or disaster situations.

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, procedures and policies as they pertain to the performance of essential duties of the Economic Development Project Manager. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has excellent communication skills, both orally and written. Is skilled in applying a responsible attention to detail as necessary in preparing reports and correspondence. Ability to maintain confidentiality as required. Ability to prepare various marketing materials. Has the ability to comprehend, interpret and apply regulations, procedures and related information. Is able to read and interpret various materials pertaining to the responsibilities of the job. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work. Supports honest and transparent decision-making. Openly exhibits a positive attitude, in words and actions, and encourages others to do the same.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to coordinate, format, and/or correlate data. Includes referencing data analyses to determine necessity for revision of organization components. Ability to prepare graphic materials is a plus, such as from Excel.

Human Interaction: Requires the ability to interact with various organizations and business and property owners on information regarding projects and events. Must possess a demonstrated ability to work with a team comprised of multiple disciplines. Knows how to perform duties in a pro-active and courteous manner with the utmost integrity and in the best interest of the public. Has excellent interpersonal skills. Is able to offer assistance to fellow employees as necessary

Equipment, Machinery, Tools and Materials Utilization: Requires the ability to use, operate and/or handle equipment such as a computer, calculator, copier, fax machine, and, telephone. Has knowledge of and skill in the use of modern office equipment, including computers.

Verbal Aptitude: Requires the ability to use a variety of reference and descriptive data and information. Has the ability to speak, write and understand the English language.

Mathematical Aptitude: Has the mathematical ability to handle required calculations. Requires the ability to perform addition, subtraction, multiplication and division; calculate decimals and percentages; may require ability to utilize principles of fractions and/or to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives. Ability to understand and use geographical information techniques on identified areas for purposes of economic development/redevelopment.

Situational Reasoning: Requires the ability to exercise the judgment required in situations characterized by repetitive or short-cycle operations covered by set procedures or sequences. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to use independent judgment in performing routine and non-routine tasks. Has the ability to plan, organize and prioritize daily assignments and work activities. Is able to assemble and analyze information and make written reports and records in a concise, clear and effective manner.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; some positions require sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as data entry, filing and/or the use of office equipment or supplies.

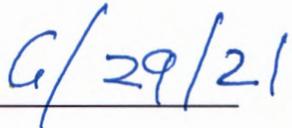
Sensory Requirements: Some tasks require visual and auditory perception and discrimination as well as oral communications ability.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions. Tasks may require extensive computer screen exposure.

The City of Dunedin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.



Director of Economic & Housing Development



Date