

CITY OF WEST LINN

JOB DESCRIPTION

Job Title: ECONOMIC DEVELOPMENT DIRECTOR

General Functions:

Under the direction of the City Manager, the Economic Development Director is responsible for advising the City Manager and other City staff on economic development and redevelopment projects within West Linn. Requires an understanding of economic development principals and tools as well as knowledge of related applicable codes, policies and processes.

Duties and Responsibilities:

(An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks that an employee may be expected to perform)

1. Contributes to a positive work environment.
2. Maintains a positive relationship with contacts specific to them and positions outside the City organization.
3. Coordinates with, and provides direct support to, advisory boards as needed.
4. Assists the City Manager in formulating citywide economic development goals and objectives.
5. Works with City Manager, staff, business organizations , outside agencies and developers to provide general, technical and policy information on matters relating to economic development in the City.
6. Works closely with City staff including the Department Directors to insure that economic development initiatives are coordinated City-wide.
7. Works closely with the City's Finance Department to analyze financial opportunities and constraints in the context of economic development activities.
8. Prepares, with assistance from the City Attorney, new ordinances, resolutions, rules, or other action items for City Council adoption.

Economic Development Director

Job Description

Page 2 of 3

9. Manages economic development projects which may include both strategic planning as well as capital improvement projects as directed by the City Manager.
10. Meets with other agencies, committees, citizen groups and departments concerning actual, as well as potential, projects, educational opportunities, and funding to further the economic development goals of the City.

SPECIFICATIONS:

(Job preparation and prior work experience requirements are minimum standards. Other equivalent combinations of education, training and experience may be considered)

1) Job Preparation:

a) Education:

- i) Master's Bachelor's Degree in Urban Planning, Business Administration, Public Administration, Communication or a similar discipline is required.

b) Training:

- i) Ten years responsible planning or administration experience with supervisory responsibilities. Equivalent combination of experience and training which insures the ability to perform the work may be substituted for portion of time in position.

2) Supervision:

Received: Works under the direction of the City Manager, who outlines broad policies, objectives, and special projects. Reviews work on the basis of results obtained.

Exercised: Supervises assigned staff.

3) Communication:

Ability to work and communicate with local organizations, city officials, County and State officials, contractors and developers, staff, and the general public.

4) Cognitive Functions:

Knowledge of the principles and practices of economic development, land use planning, Oregon Statewide land use planning program and laws, municipal agencies and legal procedures in connection with the Comprehensive Plan and implementing ordinances.

Ability to prepare and implement work plans for special projects. Knowledge of research/statistical methods, computer applications and software background with capability of generating data pertinent to economic planning and development. Ability to write and make oral reports and recommendations.

5) Working Conditions:

Maintains a work schedule which includes time outside normal office hours. Is required to attend evening meetings. Responsibilities may require occasional weekend sessions.

The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature

Date

Developed 3/12
Management Grade 11