ECONOMIC DEVELOPMENT DIRECTOR

I. BASIC FUNCTIONS:

The employee occupying this position is responsible for guiding the economic growth, creating economic opportunities, and improving the quality of life in the Matanuska-Susitna Borough through jobs creation and retention programs, development of new business opportunities, and economic research and analysis. This position will foster more stable, sustainable and diversified economies in the borough and coordinate the efforts of individuals, organizations, local governments and private industry concerned with economic development.

II. DISTINGUISHING CHARACTERISTICS:

The Economic Development Director is expected to prepare and implement the Borough's long-range economic plan and development programs by identifying potential economic development projects and assisting in their successful implementation. The Economic Development Director provides statistical information about all aspects of economic activity within the Matanuska-Susitna Borough. The work is performed with independent discretion within established statutes, regulations, and delegated guidelines. This is a non-bargaining unit, management position.

Supervision Received:
Supervision is received from the Borough Manager who reviews work through conferences, reports, and results obtained.

Supervision Exercised:
Supervision of staff assigned to assist with economic development projects is a responsibility of this position. In addition, some direction and coordination is provided to project consultants and contractors involved with assigned projects.

Working Conditions/Work Environment:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work is performed primarily in an office setting, although work activities may require travel and exposure to all types of weather conditions. Noise level in work environment will be quiet to moderately noisy depending on office equipment/telephones in use, and other employees/members of the public with business in the office.

III. REPRESENTATIVE EXAMPLES OF WORK:

Advises the Borough Manager, Assembly, and Mayor on economic development and related planning issues.

Performs analysis of economic and community development problems and opportunities including incorporation of any relevant material or suggestions from other government sponsored or supported plans.

Establishes performance indicators that will be used to evaluate whether and to what extend goals and objectives have been or are being met.

Sets forth goals and objectives for taking advantage of the opportunities and solving the economic development problems of the borough.

Introduces a plan of action, including suggested projects to implement objectives and goals as set forth in the economic development strategy.

Updates and implements an overall economic development plan and economic development strategies.

Develops, formulates, and implements policies and procedures that govern the economic and related workforce development activities within the Borough.

Exercises independent discretion in the control of Borough resources related to economic development programs and workforce development initiatives.

Recommends and implements the effective recruitment of new businesses, expansion of existing businesses, and the development and expansion of business investments within the Borough.

Researches economic and legislative issues, drafts legislation as required.

Researches and applies for funding for economic development projects within the Borough.

Plans, directs, administers, and/or supervises economic development projects or programs as directed by the Borough Manager.

Works with local communities and businesses on proposed economic and related workforce development projects.

Serves as the Borough's liaison to the industrial and business community within the Borough.

Ensures that economic development activities comply with Borough regulations, codes, and development goals.

Performs related work as required.

IV. KNOWLEDGE, ABILITIES, AND SKILLS:

Knowledge of economic development/planning principles, techniques and the socio-economic and legal implications of economic development and planning.

Knowledge of municipal and commercial financial practices.

Knowledge of federal, state, and municipal laws and regulations related to economic development and planning.

Knowledge of social, economic, and environmental opportunities and issues affecting the development of land and related resources.

Ability to gather and analyze data, write reports and recommendations, and present information orally and in writing.

Ability to express ideas clearly and concisely, both orally and in writing.

Ability to think conceptually, make observations, evaluate trends and data, and draw logical conclusions.

Ability to establish and maintain effective working relationships with public agencies, public officials, developers, citizen groups, and the general public.

Ability to prioritize work and manage multiple tasks.

Ability to communicate effectively with the public verbally and in writing.

V. GENERAL RECRUITING QUALIFICATIONS:

Minimum: Bachelors degree in business administration, economics, planning or related field is required. Ten (10) years of progressively responsible experience in the development, operation or management of economic development and planning or industrial development programs, including five (5) years of supervisory experience and five (5) years of experience at the executive/director level.

Incident Command System classes required within one (1) year of hire: ICS-100 and IS-700.

Valid Alaska driver's license and a clear driving record and criminal history.

VI. ADDITIONAL INFORMATION:

Tools and Equipment Used:
General office equipment and tools including telephone, personal computer, calculator, fax machine, copier. Motor vehicles.

Physical Demands:
The physical demands described here are representative of the conditions associated with this position. 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 sit, talk, walk and hear. The employee is also required to use hands to finger, handle, or feel objects, tools, controls, and/or machinery; reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, crawl or climb. The employee must occasionally lift and/or move up to 25 pounds. Employee may be required to drive a motor vehicle.

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Special vision abilities required by this position include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. Adequate vision to operate vehicles and equipment in daylight and darkness and in all types of weather conditions.