

**CITY OF STUART
JOB DESCRIPTION**

Title: ECONOMIC DEVELOPMENT & PROJECTS MANAGER

Department: City Manager Office

Job Code: 2048

Grade: S21

Exempt Status: Exempt

CHARACTERISTICS OF THE CLASS

Under the administrative direction of the City Manager, manages, monitors, and evaluates economic development initiatives and special projects for future growth opportunities for the City of Stuart. Incumbent will accomplish directives through a coordination of various city departments as directed by the City Manager.

EXAMPLES OF ESSENTIAL FUNCTIONS

1. Performs economic development ombudsman duties by cultivating relationships with private developers interested in investing in the City and assists with creating developer incentive packages in accordance to the city redevelopment master plan
2. Develops management plans for public improvement and private revitalization projects to include financing options and schedules.
3. Builds business interest and assistance through professional representation and communication with appropriate citizen committees, special interest groups, non-profit organizations, and neighborhood groups
4. Represents the City on Economic Development Boards and committees not limited to: Business Development Board of Martin County, Stuart/Martin County Chamber of Commerce, Florida River Walk Coalition, Convention Visitors Bureau, The Art's Council, Florida Festival Events Association, Florida Redevelopment Association, Stuart Main Street program, the Downtown Business Association and other committees as assigned by the City Manager.
5. Identifies and reports on economic development opportunities and challenges facing the City of Stuart.

Economic Development & Projects Manager

6. Makes presentations to business owners, developers, management, and public officials to promote economic development initiatives by the city.

NOTE: The examples of essential functions as listed in this classification specification are not necessarily descriptive of any one position in the class. The omission of an essential function of work does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

REQUIREMENTS

A. Training and Experience:

Graduation from an accredited college or university with a Bachelor's Degree in Public or Business Administration, Economic Development, Urban Planning, Design, Commercial/Fine Arts, Marketing or a related field; Three years of prior work experience with projects and programs in economic development, urban economic development, redevelopment, urban planning, special events management, landscape planning, architectural design, economics, business assistance, public facility or infrastructure development, commercial development and cultural arts management.

Possession of a valid Florida Driver's License is required.

B. Knowledge, Abilities and Skills:

Knowledge of economic development principles, practices, and techniques; laws, ordinances, regulations, and policies of various government agencies as they affect the business community and economic development efforts

Knowledge of methods, urban design principles, landscape, architecture, development methods for redevelopment programs, and City planning and zoning processes

Knowledge of principles and techniques of sales, marketing and promotion; current economic, development, and demographic and market trends in the regional area;

Knowledge of local and regional business and real estate markets; current trends in regional and national downtown redevelopment; and the principles, practices, and methods of financing private and public sector projects

Economic Development & Projects Manager

Knowledge of art in public places programs and cultural programs in downtown environments

Ability to exercise initiative and independent judgment

Ability to develop and maintain effective working relationships with business executives, site selectors, regional and state economic development agencies, developers, and City officials, management, departments, and advisory boards.

Ability to communicate effectively with staff, community groups, and the general public both orally and in writing.

Ability to act as a liaison and expeditor between various federal, state and local government departments and/or agencies and private business, industry and development representatives

Ability to create and manage public/private partnerships; manage multiple and multi-component projects and to demonstrate proficient sales, marketing skills and techniques

Skilled in the operation of general office equipment.

C. Physical Requirements:

Task involves regular physical effort in standing, sitting, walking, bending, stooping, reaching, pulling, pushing, and stretching, with standard dexterity in the use of fingers, limbs, or body in the operation of office equipment. Task may involve extended periods of time at a keyboard.

D. Environmental Requirements:

Task is regularly performed without exposure to adverse environmental conditions.

E. Sensory Requirements:

Task requires color perception and discrimination.

Task requires depth perception and discrimination.

Task requires sound perception and discrimination.

Task requires texture perception and discrimination.

Task requires visual perception and discrimination.

Task requires oral communications ability.

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Approved: _____ Date: _____
Human Resources Director

Approved: _____ Date: _____
City Manager

Received by: _____ Date: _____
Employee