
POSITION DESCRIPTION**12/2016****Town of Needham Director of Economic Development****K-22**

Under the supervision of the Town Manager/designee and general direction of the Planning Director, provide professional, technical and administrative work in support of economic development efforts for the Town of Needham. This work includes research and analysis related to the attraction, recruitment and retention of commercial and industrial entities and related activities.

Duties:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position.)

Develop and implement short and long term economic development strategies, public/private partnerships for development, and business assistance programs for existing and prospective businesses. Recommend adjustments in programs, activities, policies and procedures to further economic development goals. Work with Town departments and the Town Manager/designee to streamline and increase the accessibility and transparency of permit and licensing processes. Develop and implement marketing strategies for business attraction, expansion, and retention. Establish and update a community profile and real estate inventory to include, but not limited to, gathering data on businesses and community demographics, sites available for development, industrial and commercial buildings, business ownership, traffic counts, land costs and lease rates, transportation facilities, labor market, long and short term financing, and other related community information. Research and develop economic trends and identify business to target and implement creative methods to recruit businesses and stimulate locally owned new businesses to reduce vacancy rates in various parts of the community.

Identify economic development issues, problems, and alternatives; represent the Town in informal meetings with the general public, planning agencies, attorneys, and developers; serve as a resource to businesses and the general public regarding permitting and zoning processes, explaining provisions of the Zoning Bylaw and Rules and Regulations governing site plans and special permits; meet with developers to review alternatives for achieving the desired outcomes such as timely regulatory review, enhanced project feasibility, accessibility, environmental protection and aesthetic appeal; and serve as liaison between the Town and the Needham Business Association, the Newton/Needham Chamber of Commerce, the Council of Economic Advisors, the Downtown Partners, the New England Business Center Economic Development Advisory Committee, and other public/private non-profit groups.

Gather, interpret, and prepare data for studies, reports, and recommendations related to economic development and use of land. Meet with project applicants to review projects, plans and materials; coordinate the permitting process with other boards, officials and administrators; schedule meetings and prepare agendas, and develop summaries of the issues involved in the proposals being considered by the Council of Economic Advisors or other economic development groups. Serve as staff support for Council of Economic Advisors. Maintain minutes and records of Council of Economic Advisors and Downtown Partners; and coordinate activities with the Board of Selectmen, Planning Board, Council of Economic Advisors, Downtown Partners, Conservation Commission, Public Works Department, Building Department and other departments as needed.

Develop and prepare marketing materials for the Town's economic development activities; prepare and analyze a variety of socioeconomic and/or research studies, statistical reports, and related information for policy decisions on long range, comprehensive and strategic planning, including composing and conducting surveys, research, reports, and recommendations for the Council of Economic Advisors, other Town departments and consultants on proposed bylaw changes requiring town meeting approval related to economic development. Develop and recommend strategies, programs, activities and collateral materials for effective economic development programs and projects. Research the availability of, aggressively seek, apply for and administer grants to achieve adopted goals and objectives according to the Town's and funding authority's guidelines and regulations.

Attend economic development-related workshops as well as business trade-shows on behalf of the Town, both to gather information and to market the Town of Needham; establish and maintain partnerships with local, state, and federal agencies and groups that can help facilitate and implement programs and activities aimed at the Town's economic development; coordinate efforts with businesses and community organizations, educational and research institutions, and other Town departments. Perform similar or related duties as required or as situation dictates.

Report progress and general program status to Planning Director on regular basis and to the Town Manager/designee as requested. Provide input to budgetary process and monitor all funds in area of responsibilities. Maintain files of economic development records, maps, reports, plans and other materials; perform general office duties; draft reports, correspondence, presentations and other written material for the Town of Needham, the Planning Department and the Council of Economic Advisors; perform other related duties as required or directed by Planning Director and/or Town Manager/designee.

Basic Knowledge:

Position requires knowledge equivalent to a bachelor's degree in business administration, public relations, planning, or a related field, and thorough knowledge of the principles and practices of planning, zoning, state and local land use and environmental legislation, procedures, codes and standards, and business and industry attraction and retention strategies. Position requires excellent writing, communication and presentation skills, and knowledge of federal, state and local programs and resources for economic development and business assistance, and some knowledge of business finance, real estate, and market dynamics. Master's degree preferred.

Experience:

Five years of progressively responsible experience in municipal economic development, or related field; or any equivalent combination of education and experience. Position requires extensive experience in the use of the MS Office Suite of applications.

Independent Action:

Incumbent functions independently under general supervision, developing work schedule and setting priorities to achieve specific goals relating to economic development initiatives in the Town.

Supervisory Responsibility:

None

Physical and Environmental Standards:

Work is performed under typical office conditions; intermittent but frequent inspection work is conducted in the field with exposure to various weather conditions, with required service during the evening to attend meetings and from time to time on weekends to conduct a public workshop or to meet with a developer or neighborhood group. Incumbent operates a computer, calculator, telephone, fax machine, and other standard office equipment; travel within Town, to neighboring towns, and other jurisdictions by personal automobile required.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Incumbent works in a variety of office and field environments that require physical dexterity. The work is primarily of an intellectual nature, but involves lifting binders, reports, plans and office equipment weighing up to 40 pounds. Minimal physical effort is generally required for work in the office, while light physical effort is occasionally required in the performance of field investigations. Incumbent may spend extended periods on terminal or telephone and spends frequent time walking and standing. Incumbent must be able to access all areas of a construction site. Site inspections require the general ability to identify and distinguish colors, peripherals, and distances. Incumbent must be able to operate a motor vehicle; and, the incumbent must be able to operate a keyboard.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)