

POSITION DESCRIPTION
CITY OF TALLMADGE
An Equal Opportunity Employer
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Job Title:	PLANNING DIRECTOR/ECONOMIC DEVELOPER
Payband:	5
Division:	Department of Administration
Department:	Planning/Economic Development
Immediate Supervisor:	Director of Administration
Positions Supervised:	None

JOB RESPONSIBILITIES:

Under general direction, the Planning Director/Economic Developer develops and maintains the City's community planning, and economic development programs, including comprehensive planning, zoning, land development regulations and directs the commercial/industrial visitation and incentive programs.

QUALIFICATIONS:

Bachelor's degree in economics, urban planning, finance, business administration or public administration and a minimum of five (5) years' experience in economic development or public administration or an equivalent combination of education, training and experience. A Master's degree is preferred with a minimum of four (4) years of experience. *An individual who poses a direct threat to the health and safety of himself/herself or others in the workplace will be deemed not qualified for this position.*

Classified []	Unclassified [X]
Exempt [X]	Non-Exempt []
Non-Bargaining [X]	Bargaining Unit []

CITY OF TALLMADGE

KNOWLEDGE OF	SKILLS AND ABILITIES TO:
<ul style="list-style-type: none"> ▪ City goals and objectives* ▪ City ordinances, policies and procedures* ▪ City, county, state and federal commercial/ industrial enterprise policies* ▪ Knowledge of Tax incentive programs* ▪ Strategic planning ▪ Land use and planning techniques and principles ▪ City Building and Zoning ordinances and regulations ▪ Develop Commercial/industrial goals for the City ▪ Local, county, state and federal special funding and tax incentive programs ▪ Public administration ▪ Cost analysis ▪ Ability to analyze economic development programs, funding, etc. ▪ Research grant opportunities and grant proposal writing ▪ Public relations, building and maintaining business relationships 	<ul style="list-style-type: none"> ▪ Plan and implement land utilization programs ▪ Identify available state and federal resources for economic development ▪ Interpret and apply local and state laws and ordinances ▪ Define problems, collect data, establish facts and draw valid conclusions ▪ Represent the city before public bodies in a professional manner ▪ Conduct surveys and prepare accurate and concise reports ▪ Possess strong oral and written and communication skills ▪ Prepare reports, recommendations and summaries ▪ Maintain records, organized computer skills ▪ Provide leadership in representing the City and its interests ▪ Administer the economic development funding opportunities ▪ Represent the department to governmental officials, community groups and the media ▪ Prepare and deliver speeches ▪ Present a positive image to the public ▪ Respond to inquiries from the public ▪ Develop and maintain effective working relationships with government leaders and the public

**May be acquired after hire*

% of Time	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks Performed by this classification)
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45% LAND UTILIZATION

- ◆ Works with the Planning and Zoning Department in updating and implementing updates to the city's Comprehensive Plan
- ◆ Administers and recommends changes to the city's Zoning Ordinance. Works closely with the Zoning Manager
- ◆ Administers and recommends changes to the city's Subdivision Regulations
- * Evaluates current level of planning and economic development initiatives in relation to current, projected and potential needs of the City.
- * Administers current and future development of the city's Joint Economic Development District.
- * Possess an understanding and familiarity with zoning districts and how changes might impact the goals and objectives of the zoning code, comprehensive plan and what is needed to achieve economic development initiatives
- ◆ *Denotes an essential function of the job*

CITY OF TALLMADGE

% of Time	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks Performed by this classification)
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LAND UTILIZATION (continued)

- * Develops proposals for review by the Planning and Zoning Commission, Zoning Board of Appeals, Heritage Commission, Director of Administration, Mayor, City Council, etc.
- * Advises developers and provides guidance to successfully move proposals through the procedures required for requesting developments, zoning changes, alternative locations with the current zoning plan
- * Serves as a technical advisor to Mayor, Council and department heads regarding the impact of proposed developments.

45% BUSINESS DEVELOPMENT AND COMMERCIAL AWARENESS

- ◆ Meets with business owners to provide information and respond to inquiries
- ◆ Assists and guides business representatives through Tallmadge building and zoning approval process
- ◆ Markets the city to businesses considering relocation
- ◆ Assists commercial/industrial concerns who wish to locate and /or expand current operations in evaluating their needs
- ◆ Maintains on-going analysis of special funding/incentive programs on federal, state, and local levels
- * Advises commercial / industrial concerns regarding possible applicability of special funding programs, specific requirements and methods of application
- * Develops and proposes the incentive program to the Mayor and Council to induce additional and or more desirable commercial/industrial development
- ◆ Determines plans to attract additional types of commercial/industrial concerns to locate in Tallmadge
- ◆ Maintains the city's business retention and expansion (BREP) program
- * Reviews the city's current commercial/industrial mix in regard to current impact on city services, revenue generation, community benefits and financial status and growth potential
- ◆ Maintains the city's commercial and industrial business directory on ongoing basis

5% PUBLIC RELATIONS

- ◆ Promotes city through speaking engagements
- ◆ Attends meetings regarding economic development
- ◆ Prepares and assists in updating city brochures
- ◆ Staffs special business and community committees, as appointed

5% MISCELLANEOUS AND SPECIAL ASSIGNMENTS

- ◆ Assists in development of city projects
- ◆ Serves on regional organizations
- ◆ Coordinates city development initiatives
- * Attends meetings and serves on temporary committees, as requested
- * Maintains and increases knowledge and skills through attendance at meetings, conferences, training seminars and in-service training sessions
- * Performs additional duties and assignments, as requested
- ◆ *Denotes essential function of the job*
- ◆

Employee Signature

Date