

CITY OF BURIEN, WASHINGTON
JOB DESCRIPTION

Title: Economic Development Manager
FLSA Status: FLSA Exempt

Department: City Manager
Reports to: City Manager

The City of Burien believes that each employee makes a significant contribution to our success. This job description is designed to outline primary duties, qualifications and job scope. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

General Position Summary

The Economic Development Manager plans, organizes and directs activities to enhance economic development efforts in Burien. The Manager is responsible for the development, recommendation and implementation of policies, programs and procedures that accomplish the City Council's goals and objectives to ensure the economic health and vitality of the City.

Essential Functions

- Supports and models the identified vision, values and behaviors of the organization.
- Supervises, assigns work, and evaluates performance of assigned personnel, assists in the selection of new employees, counsels and disciplines employees according to city policies and procedures. Responsible for staff development.
- Prepares and administers assigned division budgets; participates in the forecast of funds needed for staffing, equipment, materials, supplies, monitors and approves expenditures; implements adjustments.
- Recommends and participates in setting direction, goals, objectives, and priorities for the department.
- Develops and implements short- and long-term economic development strategies, public/private partnerships for development, and business assistance programs for existing and prospective businesses. Recommends adjustments to programs, activities, policies and procedures to further economic development goals.
- Develops and implements a business recruitment and retention campaign and marketing strategy.
- Serves as a facilitator in recruiting and assisting businesses interested in locating in Burien to identify suitable properties for their enterprises.
- Negotiates or advises negotiations regarding the acquisition/disposition or lease of properties needed for economic development projects. Meets with affected property owners in potential economic development areas to assess and coordinate the City's economic development efforts.
- Participates in special business community events to promote business development and vitality.
- Serves as the City liaison to the business community, chamber of commerce, economic development planning advisory boards, economic development agencies, and governmental agencies in furthering the City's economic development policies.
- Provides staff support to the City Manager, City Council, and citizen advisory bodies as assigned; Prepares materials and makes presentations to elected officials and the public.
- Oversees and monitors contracts related to Economic Development.
- Prepares and analyzes technical and administrative reports and documents.
- Researches, analyzes and reports on economic and market trends.
- Establishes and maintains effective work relationships with the business community, advisory groups, other governmental agencies, citizen groups and citizens.
- Performs other duties as assigned.

Secondary Functions

- Promotes the objectives identified by the Wellness Cluster.
- Serves on and participates in various committees.
- Works with other departments on projects affecting city businesses to help minimize impact and make sure businesses are being communicated with in a timely manner.
- Prepares, writes, and administers grants.

Job Scope

Position is subject to a wide diversity of work situations requiring a high degree of complexity. Employee operates independently with minimal supervision and determines own practices and procedures. The incumbent participates as a member of the City Leadership Team.

Supervisory Responsibility

The Economic Development Manager supervises the Economic Development Specialist and intern.

Interpersonal Contacts:

The incumbent interacts extensively with City staff, the business community, elected officials, and the public.

Specific Job Skills

Knowledge of:

- Modern principles and practices of economic development.
- Real estate practices, management, and legal practices pertaining to real property, right-of-way, acquisition, relocation; survey laws, land transaction methods, title records and instruments.
- Local, state and federal laws and procedures related to economic development.
- Current issues, situations, and conditions relative to regional, state, and federal issues that affect city operations.
- Structure and operation of municipal government.
- Organizational and management practices.
- Project management techniques.
- Economic analysis techniques related to market, feasibility and impact studies.
- Grant research and preparation.
- Methods and techniques to increase business and community involvement.
- Research methods and procedures.
- Budget, budget preparation, and basic accounting principles.

Ability to:

- Direct and implement the operations, services and activities of the Economic Development Division.
- Communicate effectively, both in writing and orally, including oral presentations.
- Cultivate and maintain cooperative and effective working relationships with elected officials, advisory bodies, the business community, staff, and the general public.
- Plan and organize work to meet schedules and deadlines.
- Operate computer equipment and programs to produce publishable reports and documents.
- Use graphics and multi-media presentation techniques.
- Motivate others to gain support for new initiatives.
- Thoroughly understand the City's political environment and sensitivities, and to function effectively within that environment.
- Effectively represent the City in situations which are potentially adversarial or stressful.

- Exercise individual initiative and discretion in work, including confidential matters.
- Accurately analyze problem situations and adopt an effective course of action.
- Attend evening and early morning meetings occasionally.

Mental Abilities

Position requires continuous interpersonal skills, teamwork, use of discretion, training/supervising, and the ability to read, write, speak, and understand English; frequent decision making, creativity, and problem analysis; occasional customer service and independent judgment and/or action; and rare presentations/teaching, mentoring, negotiation, and performance of basic and advanced math.

Physical Activities

Position requires continuous talking, hearing, and handling; frequent sitting and fingering; occasional standing and walking; rare stooping, reaching, feeling, bending, repetitive motions of feet, and repetitive motions of hands and wrists. Position requires the ability to push, pull, lift, and carry 25 pounds.

Education and/or Experience:

Bachelor's degree in economics, marketing, planning, public or business administration or related field, and five years of increasingly responsible work experience in any combination of public or private business, real estate or economic development, including a minimum of two years managing complex projects OR an equivalent combination of education and experience. Masters Degree preferred.

Special Requirements

- Valid Washington Driver's License with satisfactory driving record.
- Successful completion of pre-employment background check.

Job Conditions:

Work is performed in an office environment and outdoors, and may involve travel to a variety of locations to perform site visit work and/or attend meetings. Occasionally may be required to work through lunch meetings and attend morning and evening meetings scheduled outside of regular work hours. Driving to conduct work is required.