

City of Granite Falls

Job Title: Economic Development Director

Status: Full-time regular position

Benefits: Qualifies for full-time benefits

Location: City Hall

Hours: Standard business hours (8am-5:00pm), may vary based on business need

Reporting Relationship: Reports to Economic Development Authority (EDA) Board

Position Details

The Economic Development Director is responsible for the development and implementation of economic development plans, programs, and services for both commercial and industrial businesses. The primary position responsibilities and areas of impact are:

- 1) Monitors present business activity, develops ways to retain current businesses, and assists in the development, growth and attraction of new businesses to the city.
- 2) Initiates and manages special economic development, redevelopment, transportation, community housing, and land use studies/projects.
- 3) Reviews reports, analyses and studies the impact and the economic vitality of the city; monitors programs and policies to ensure the long-term financial health of the city; reviews plans for development, economic development and redevelopment projects.
- 4) Organizes, attends, and facilitates regular meetings with the Mayor, City Manager, and City business leaders; advocates for City transportation and economic development causes and legislation.
- 5) Administers and develops various economic development programs such as the Revolving Loan Fund, Tax Increment Financing, tax abatement, and façade revitalization.
- 6) Oversees the City-owned, 28-unit townhome complex.

While these areas are the primary focus of the position, we believe strongly in teamwork and employees may be called upon to perform a variety of duties in their roles with the City.

Position Requirements

Education: Bachelor's degree in city planning, real estate development, finance, marketing or a related field. Strong understanding of economic development and business retention tools, strategies, and financing.

Work Experience: Minimum two years experience in economic and business development, city planning, real estate development, finance, marketing, or transportation and housing.

Technical Skills: MS Office (Word, Excel).

Physical and Mental Requirements: Physical effort is light for the majority of work with lifting or carrying limited to 25 pounds intermittently. There are significant periods of time with significant customer contact by phone and e-mail.

Working Conditions: Work is split between a normal office environment and business visits. Driving is required to attend meetings.