



Title: Economic Development Director

The Mission of the Economic Development Department is to retain, grow, and attract businesses, to create a more diversified, sustainable economy, to diversify the tax contribution of business and industry and to increase employment opportunity in the City of Granite City.

The City takes pride in fostering and maintaining strong relationships within our local community, providing outreach to meet the needs of our local businesses and encouraging entrepreneurial investment. The City's commitment reflects a strong economic foundation for long-term prosperity and quality of life for all citizens.

We seek an experienced and creative director for the City's Economic Development department who will provide strategic vision to the City's development efforts and operational leadership within the community's network of business and civic leaders. This is an appointed position.

The ideal candidate will have demonstrated experience and skills in business economic development activities, team building, innovative problem solving and communication skills and relationship development across a wide range of interest groups.

The successful candidate will ideally have significant experience in business and/or economic development in either the public or private sector.

The Director of Economic Development oversees the management and operations of economic development programs and initiatives within the City; and is responsible for establishing relationships with and among our economic development partners and building public/private partnerships, trust and credibility throughout the business and development community.

The director is responsible for providing leadership in the development of innovative economic development programs and implementation strategies to promote and support the growth, expansion, and retention of business within the City, creating an entrepreneurial climate, and increasing the tax base in a significant manner. The Director of Economic Development is also responsible for communicating and advising the Mayor's Office, City Council, and the business community; interacting with a wide array of organizations and constituents to educate and build awareness of the mission and priorities of the Economic Development department.

Work is performed under the administrative direction of the Mayor with considerable latitude for independent judgment and initiative.



Essential Duties & Responsibilities (other duties may be assigned):

Update and implement the City's Economic Development Plan, including but not limited to:

- Performing business retention by visiting existing businesses on a regular basis; informing merchants about upcoming events and activities; and acting as the main point of contact to existing companies; Be the city's ombudsman to both current and prospective businesses; providing coordination and other assistance to businesses in negotiating through the city's development processes, including to industries having difficulty complying with certain City rules, regulations, and procedures, to include overseeing the permitting process for designated economic development projects.
- Understanding and effectively responding to business requests for financing, incentives, or other funding opportunities for business development and/or expansion in coordination with City staff.
- Developing methodologies and policies for evaluating and determining the appropriateness of various financial programs and incentives used in securing business expansion in Granite City.
- Negotiating in partnership with the legal and finance departments on behalf of the City to purchase or sell assets; provide development incentive assistance; or secure professional services among other needs.
- Developing industrial and commercial property by working with a variety of partners; meeting with regulatory agencies to review and mitigate strategies; meeting with local, regional, state and federal officials to solicit help during the development process; and working with utility providers to plan services to sites.
- Planning, organizing, and implementing strategies to promote Granite City as an ideal business and industry location, capitalizing on economic growth projections and existing industry clusters in the region through presentations, attending conferences and trade shows, providing site location assistance, research & demographic data, communicating with Realtors, developers, contractors, individual investors and business owners, organizations (public and private) and economic development prospects; and working with regional and state economic development agencies to create and submit information and proposals to clients.
- Fostering and promoting strategic partnerships with the Granite City School District, Southwestern Illinois College, the Granite City Business Foundry, Southwestern Madison County Chamber of Commerce, the Leadership Council, Madison County Community



Development, America's Central Port, Six Mile Library District, GC Park District, among other organizations to grow the City's economic development plan and function.

- Facilitating discussions with leaders of area colleges and universities regarding workforce retention, recruitment, and establishing key partnerships connecting the business community with students.
- Conducting information collection, data analysis, and policy formulation regarding land development patterns supportive of economic development.
- Informing and updating stakeholders and interested parties on the status of programs, services, activities, and accomplishments; actively communicating with partners, businesses, community & service groups and engaging the public to educate, inform, and update them on a variety of projects, activities, and issues.
- Coordinating community-based development of economic development goals, policies and objectives designed to further the City's economic development mission.
- Performing research in order to collect and file data needed by the City and the business community.
- Preparing and executing a vigorous advertising plan targeted toward residents (both existing and prospective), as well as those companies that contact the City for assistance.
- Assembling the data for insertion into computer files, reports, letters, brochures, newsletters, our Internet home page, and other communication vehicles.
- Analyzing the data to create the thoughts, conclusions, stories, charts and tables necessary to characterize concepts, statistics, and positions in clear, organized and effective communication.
- Collecting and providing information necessary to satisfy each prospect's request for facts and information in the form of standard marketing materials and/or custom reports.
- Conducting research as necessary to obtain specialized business information.
- Maintaining a complete history of interactions with prospects and existing businesses.
- Preparing routine management reports as specified by the Mayor and City Council.
- Speaking to business groups and calling on existing Granite City industries to inform them of what forms of expansion assistance are available.



- Coordinating with the Building & Zoning department, Engineering and other departments as needed to ensure development projects pass effectively and efficiently through the City's planning and permitting process and are completed in a timely fashion.
- Facilitating plan review team meetings and activities.
- Working closely with the Madison County Economic Development Office and Illinois DCEO and other local, state and federal economic development partners in all facets of economic and business development.
- Utilizing, refining, and maintaining the Location One property database for industrial and commercial sites and buildings in the City.
- Directing, initiating, and coordinating development and marketing plans for City-owned industrial property in the Granite City Industrial Park.
- Managing the Downtown TIF Grant Program, including collection & review of applications and the awarding and processing of grants to businesses downtown.
- Performing economic development budgeting and administrative functions in coordination with the Mayor, Comptroller and other core administrative staff.
- Assisting with TIF & BD compliance and reporting requirements.
- Directing, developing, planning, and implementing long and short term departmental goals and objectives; recommend and administer policies and procedures.
- Monitoring legislative, regulatory and economic activity related to economic development and evaluating their impact upon the department, City and proposed projects and recommend policy and procedural modifications.

Job Requirements:

Education and Experience:

Bachelor's degree from an accredited college or university required with coursework in business administration, economic development, marketing, public administration, finance, business consulting, community development, planning or public administration, preferred and extensive experience in private or public economic development organizations, real estate, public finance, project management, operations, or equivalent combination of education and experience.



Knowledge, Skills and Abilities:

Thorough knowledge of economic development principles and programs; general knowledge of urban and land development concepts; ability to interpret and explain codes and regulations; ability to prepare statistical and financial reports; ability to effectively coordinate and manage various projects; ability to be creative and innovative; ability to gather and analyze facts to assemble and present concise reports and presentations; ability to use standard office equipment and applicable software packages (including Excel, PowerPoint, Publisher, etc.); ability to communicate ideas effectively, both orally and in writing; ability to establish and maintain effective working relations with business developers and owners, officials, associated funding agencies, and the general public.

Familiarity with the principles and operations of TIF Districts (TIF), Enterprise Zones (EZ's) and Business Districts (BD's), New Market Tax Credits (NMTCs), Industrial Revenue Bonds, and other programs and knowing how to analyze corporate and business financial statements to calculate the viability of a company and its potential dollar contribution to the City; Knowledge of Commercial lending practices and non-banking alternative forms of financing, Real Estate transactions, to negotiate multiple party contracts, and marketing and sales programs is preferred.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Supervision

Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.

Human Collaboration Skills

Interactions have significant impact and may involve recommendations regarding potential policy development and implementation. Position evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.

Freedom to Act

Receives Limited Direction: This job title normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.



Technical Skills in a Technical Field:

Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

Fiscal Responsibility

This job title does research for documents, compiles data for computer entry, and/or enters or oversees data entry. Has responsibility for monitoring budget/fiscal expenditures (typically non-discretionary expenditures) for a work unit of less than department size (programs, activities, projects or small organizational units) or responsibility for fiscal management of capital project(s).

Reading

Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents is required. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.

Math

Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables is required. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.

Writing

Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.

Certification & Other Requirements

Must have a valid driver's license. EDFP and CECD certifications desired, but not required.

Physical Requirements:

This work requires the frequent exertion of up to 25 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires sitting, frequently requires walking, speaking or hearing, using hands to finger, handle or feel, lifting and repetitive motions and occasionally requires standing and reaching with hands and arms; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions.