

## Deputy Economic Development Director

*FLSA:* Administrative exemption

The Deputy Economic Development Director performs administrative work and is responsible for assisting in planning and directing the general operations of the Economic Development Department. The Deputy is responsible for assisting the Director in developing and implementing policies and procedures related to Economic Development. Duties include assisting in developing long and short-term objectives, implementing the City's economic recovery plan, and serving as an advisor to City management, City Council and the public on Economic Development activities.

- Knowledge of tax incentive programs is essential
- The position will provide research for potential new businesses moving into the city, including demographics, statistics, maps and reports
- Provide sound economic development analysis that impacts outcomes and opportunities
- Assist economic development director in business retention and business attraction
- Establish and maintain effective working relationships with staff, city officials, advisory boards, businesses, developers and the general public

### Supervision

*Supervision Received:* Works independently under the supervision of the Economic Development Director.

*Supervision Given:* May supervise clerical support personnel.

### Essential Functions

*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:*

- Performs the duties of the Economic Development Director in his absence.
- Maintains a list of city-owned real property.
- Manages the process for the lease, disposal, conversion, or splitting of City-owned real property.
- Manages the State fire insurance withholding program.
- Prepares quit claim deeds for the signatures of the appropriate officials.
- Coordinates related property management activities and affected or interested agencies, groups, and individuals.
- Serves as the liaison with the City's general liability and property insurance provider.
- Monitors individual properties for compliance with federal affordability and repayment guidelines, including property tax, water bills, property insurance, homestead exemptions, and property conditions.
- Maintains, records, and releases liens on property as required by schedule.
- Prepares federal fund vouchers for approval.
- Oversees the preparation of environmental and SHPO reviews as required.
- Serves as Executive Director of the Tax Increment Finance Authority and Brownfield Redevelopment Authority.
- Files all required reports on behalf of the Tax Increment Finance Authority and Brownfield Redevelopment Authority.
- Maintains the files of the former Pontiac Growth Group in accordance with the Record Retention Policy.
- Assists with responsibilities delegated for the fiscal operation of the department.
- Makes contacts and attend meetings as delegated.
- Monitors sub-recipients of federal funds.

- Monitors and reports progress of enforcement of codes and ordinances within the jurisdiction of the department.
- Receives inquiries and complaints and supply needed information.
- Enforces City and departmental policies.
- Recommends and implement departmental policies and procedures.
- Enters new vendors into the accounts payable system and tracks insurance information.
- Assist with the dangerous building condemnation process.

### **Typical Assignments**

#### *Administration*

- Assists the Community and Economic Development Director as assigned.
- Prepares correspondence and reports.

#### *Communication*

- Performs liaison duties by monitoring requests, information, and directives between the Director and other departments and agencies.

#### *Research*

- Identifies and monitors City-specific issues.
- Identifies and reviews federal regulations.
- Works with staff to develop materials and prepare briefings for the City Administrator, Mayor, and Council.

#### *Public Relations*

- Establishes and maintains effective working relationships with other government agencies, elected officials, City personnel, and the general public.

### **Minimal Qualifications**

*Education, Training, and Experience:* Bachelor's degree in architecture, business administration, Economic development, political science, or public administration and at least three years experience in administration in the enforcement of zoning ordinances, grant administration, or economic development activities.

An employee in this classification must possess upon hire and maintain a valid Michigan Operators license.