Boone, IOWA

The city of Boone, Iowa is accepting applications for the position of Economic Development Manager. Under the general direction of the City Administrator, the Economic Development Manager serves as a central point of contact for businesses, developers and contractors who use City economic development services including financial assistance, site selection assistance, urban renewal, and other municipal actions and services related to a specific project. The Economic Development Manager oversees the development and maintenance of an economic development plan. In coordination with Boone City Staff, the Economic Development Manager assists in the preparation of the capital improvement program with a primary focus of public infrastructure (water, sanitary sewer, storm sewer, streets) to serve future development.

Salary Range: DOQ and excellent benefit package

Education and Experience Requirements:

Bachelor’s Degree in related field preferred. Considerable experience in Economic Development, Real Estate or a related field. Any equivalent combination of education and experience which provides the knowledge, skills, and abilities to perform the essential job duties listed above.

Qualified candidates should submit cover letter, resume, professional references, and required City of Boone application to City Hall via email (Clerk@city.boone.ia.us) or paper copy. Paper material can be mailed to PO Box 550, 923 8th St. Boone, Iowa 50036-- Attention: City Clerk. Application forms and a complete job description are available at www.boonegov.com. Applications and resumes will be received until September 30, 2020. EOE.
Job Description

Title: Economic Development Manager
Classification: Exempt
Department: Economic Development
Affiliation: Administration
Date: 01/01/2021
Reports to: City Administrator

GENERAL POSITION SUMMARY

Under the general direction of the City Administrator, will oversee and manage all aspects of the City’s Economic Development efforts, as well as multiple functions within the department, including work with the City’s Economic Development Committee (EDC).

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position but dependent upon the level of skill, ability, and experience of the individual. They are not to be construed as exclusive or all-inclusive. Other duties may be required or assigned.

Oversees the development and maintenance of an economic development plan, including recommendations for possible amendments to the plan. Directs the implementation of the plan including researching, implementation and coordination with other City Departments while making recommendations on ordinances and other city policy documents.

Assumes lead role in the development and implementation of economic development grant-funded programs through governmental agencies and private groups by studying printed and related information about specific programs to supplement local annual budget allocations; prepares grant applications according to required format and specific instructions.

Assumes lead role in the preparation of specific topic economic development reports on a variety of topics, which may be requested by the City Administrator and/or the EDC.

Assists the City Administrator with the annual budget in regards to Economic Development.

Provides support to the EDC and related committees; prepares, edits, reviews, organizes and conveys ED information and recommendations to Mayor and City Council.

Coordinates and manages the dissemination of information regarding department activities and the City’s growth and development including City Council reports, news, and press releases, county and state agencies, website updates, social media updates, and marketing materials.
In coordination with the City Administrator; assists in the preparation of the Capital Improvement Program (CIP) with a major focus on public infrastructure.

Administers a business retention and expansion program both for large local employers and small business.

Administers the preparation of information and implementation of the City’s ED and incentive program.

Understand and realize redevelopment and improvement necessary in existing developed areas. This will include special grant programs or other infill programs.

Serves as the central point of contact for businesses, developers, and contractors who use city ED services including financial assistance, site selection assistance, urban renewal, and other actions as it relates to a specific project.

Utilizes and develops financing sources including tax increment, Federal CDBG funds, State of Iowa funds, Small Business Administration, private sector funds, and other ED assistance.

Serves as a liaison between City and developers, contractors, builders and various State and Federal agencies.

Participates in and/or conducts negotiations with developers, business, and others regarding the public participation necessary for desired ED.

Represents the City by being a member and participating in appropriate organizations related to ED.

Maintain relationships with parent agencies such as the Boone School District, Boone County as well as neighboring cities/counties.

Conducts tax and public benefit analysis for ED projects.

Prepares detailed written reports and recommendations for presentation to Mayor, City Council, EDC, City Administrator, developers, businesses, AND Community Groups.

Regular work attendance required.

**MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS**

Graduation from an accredited college or university with a Bachelor’s Degree in Business, Public Administration, Finance, Urban Planning or a related field; and

Experience in Economic Development, Real Estate or a related field; or

Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.
SKILLS

1. Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.
2. Ability to work efficiently with little direct supervision.
3. Ability to handle confidential information in a sensitive manner.
4. Grant writing ability.
5. Excellent interpersonal communication skills.
6. Sound judgment and decisions-making abilities.
7. Problem-solving ability.
8. Basic mathematical skills.
9. Effective oral and written communication skills.
10. Ability to take initiative.
11. Good time management skills.
12. Thorough knowledge of city economic development practices.
13. Proficiency with PC's, computer software and digital applications.
14. General knowledge of office equipment, including facsimile, photocopier, and telephone
15. Understanding of social media marketing/communication, traditional methods and following new trends.

LICENSE AND CERTIFICATES

1. Valid Iowa driver’s license

JOB CONDITIONS

The work is typically performed in an office environment, with occasional trips to job-related locations. The Manager will also work with various city offices and other agency offices.

The duties listed above are intended as illustrations of the types of work that may be performed. The omission of specific job duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment contract and is subject to change as the needs of the employer and requirements of the job change.