



TOWN OF MIAMI

JOB DESCRIPTION

POSITION: Economic Development Director/Assistant Town Manager
DEPARTMENT: Administration
CLASSIFICATION: Exempt
REPORTS TO: Town Manager

GENERAL DESCRIPTION: Management-level position responsible for reporting to and assisting the Office of the Town Manager. This role involves directing, planning, identifying, and implementing strategies aimed at enhancing the sustainability and growth of the community. It also encompasses supporting local businesses, targeting opportunities for business expansion, encouraging new enterprises, and recommending policies that will optimally position the Town for success. Additionally, the position entails seeking out and applying for economic and community development grants, as well as working in conjunction with the office of the Town Manager, pursuing other funding opportunities as recommended.

SUPERVISION RECEIVED/EXERCISED: Supervised by and receives administrative direction from the Town Manager.

TYPICAL DUTIES/RESPONSIBILITIES: The following duties and responsibilities are normal for this position: The omission of specific statements of the duties and responsibilities of this position does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required or assigned by the Town Manager.

- Prepare, manage, and monitor economic development budget; identify short- and long-term economic development strategies; create promotional concepts to raise awareness and discover solutions to any community issues that inhibit growth.
- Execute downtown redevelopment and implementation strategy; pursue retail recruitment, marketing, and tourism strategies; work with other departments to analyze business sites and projects.
- Meet with prospective developers and business representatives to discuss opportunities; provide information regarding development sites, zoning, regulations, transportation, economic indicators, and growth projections.
- Ensure Town profiles and data are maintained and updated.
- Serve as liaison between the Town and the Chamber of Commerce, merchants' associations, and other public, private, or nonprofit groups, associations, and individuals interested in economic development; advise local businesses and community groups on relevant matters and proactive business outreach efforts.

- Support the Town’s policies, goals, and objectives and work with management and other staff to ethically achieve such goals and objectives; ensure compliance with safety procedures.
- Seek out and apply for economic development/community development grants and funding opportunities. Focusing on opportunities that align with departmental goals and demonstrate the impact of the funding. These grant opportunities are below the \$50,000.00 threshold.
- Agency and stakeholder liaison, coordinates with state, federal, and regional agencies; represents the Town at meetings.
- Citizen response and issue resolution; responds to inquiries, complaints, and suggestions from residents and community groups.
- Procurement and contract oversight; oversees bid documents, vendor coordination, and compliance with procurement rules and processes.

QUALIFICATIONS:

Education:

- Bachelor’s degree in Administration, Planning, Economics, or a closely related field is required, along with experience in grant writing and basic government accounting. Additionally, candidates should have four plus years of full-time paid experience in developing, implementing, managing, or facilitating community relations or community development programs, or an equivalent combination of education and experience.

Skills and Knowledge of:

- Town and Department procedures, policies, and guidelines, Town Code; Arizona Revised Statutes.
- Business and economic development principles and practices; municipal zoning and infrastructure; research, statistics, analysis methods and techniques, planning programs and processes.
- Tourism, marketing and sales strategy.
- Creating and maintaining a positive image among community groups, individuals, media and governmental entities.
- Create and maintain partnerships and relationships with community stakeholders and participate in meetings.
- Gathering information and preparing, analyzing, and making presentations regarding economic development reports, statements, and correspondence.
- Skill in communicating effectively, orally and in writing, with Town Council, Town Manager, Town Administration, and the public.
- Ability to quickly acquire knowledge of the diversity of the Town of Miami and set goals, establish procedures, and effectuate changes as needed.
- Ability to interpret complex documents and speak in public.
- Build strong relationships with internal departments and external organizations
- Development and monitoring of departmental and program budgets
- Conduct extensive research and evaluate program effectiveness
- Knowledge of software programs such as MS Word, Excel, and PowerPoint.

- Ability to carry out assigned projects to their completion within the timelines established.
- Represents the office of the Town Manager and the Town of Miami as needed at different conferences at the private and governmental levels.
- Knowledge and experience in grant writing on the federal, government, and private levels.

Special Requirements:

- Must be bondable.
- Valid Arizona Driver's License.

WORKING CONDITIONS:

While performing the duties of this job, the employee will typically work in a temperature-controlled public building and may also regularly work in outside weather, frequently exposed to wet and/or humid conditions. Frequent sitting, stooping, bending, stretching, lifting, and standing, and movement in the areas described are required.