

## **Position Description - Economic Development Director**

**TITLE:** Economic Development Director

**NATURE OF THE JOB:** The job of the Economic Development Director is to take a leading role in promoting economic development of the Town of Dover to develop and implement policies, procedures and plans.

The Economic Development Director work is performed in conjunction with the general policies, philosophy and long-range plans established by the town of Dover. The Economic Development Director shall provide direction for ad hoc committees to accomplish the long and short range goals and objectives of the Town of Dover.

**REPORTS TO:** Board of Selectmen

**SALARY RANGE:** Commensurate with experience

**HIRING, TENURE:** The Economic Development Director is an employee of the Town of Dover and hired by the Dover Selectboard. There will be a six-month probationary period, which may be extended at the discretion of the Dover Selectboard.

This full-time position is conducted primarily at the town offices during regular business hours, but also requires attendance at meetings of the Board of Selectmen and public informational and other related economic development meetings. The position is exempt from Fair Labor Standards Act.

The Economic Development Director shall not simultaneously hold any elected office within the Town of Dover Government and shall not be employed by the town in any other capacity. This position is contingent on continued annual funding by the Town of Dover.

### **QUALIFICATIONS:**

- A minimum of three years' experience required in the areas of: economic development, job creation, special events, marketing, and/or tourism, and knowledge of the principles and practices of strategic business development, public relations, and budget development.
- Bachelor's Degree and managerial experience preferred in addition to required work experience.
- A working understanding of the town of Dover Vermont municipal government and/or the state of Vermont government structure, agencies, and programs.
- Possession of a valid driver's license.

- Residence in and familiarity with the Town of Dover, a plus.
- Familiarity with the construction process and interaction with Federal grants

## **SKILLS**

- Good organizational skills and the ability to work independently without direct supervision.
- Ability to work effectively with local, regional, and state agencies, businesses, other employees, public and media.
- Ability to communicate effectively both orally and in writing with a proficiency in public speaking.
- Ability to direct, supervise, evaluate and motivate volunteers and/or staff.
- Ability to analyze alternatives and offer recommendations.
- Ability to develop and negotiate contracts.
- Ability to perform effective grant writing and administration skills.
- Working knowledge of MS Office Suite including Word, Excel, Publisher, PowerPoint and basic computer skills

## **Primary Responsibilities**

- Oversee and implement the 1% option tax revenues consistent with the Dover Economic Business Plan
- Develop a pathway for the creation and improvement of business within the Town of Dover
- Create action plans to carry out goals outlined in the Dover Economic Business Plan
- After plans are approved, oversee and track strategy implementation and its impact
- Prepare grant applications and administer grants received
- Provide the public with information related to the status of projects
- Develop summaries, budget amendments, status reports, financial reporting, study findings and other documents.

- Negotiate contracts with vendors on behalf of the town and with the permission of the Selectboard.

The Town of Dover is an Equal Opportunity Employer.