

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

**TITLE:** Economic Development Director

**NATURE OF THE JOB:** The Economic Development Director manages the Economic Development Department and the 1% Economic Development Fund. The Director is responsible for developing and implementing policies, procedures and plans that will stimulate community and economic development activities within the Town.

The Economic Development Director's work is performed in conjunction with the general policies, philosophy and plans established by the Town of Dover. The Economic Development Director shall provide direction for the department's work groups and committees to identify, prioritize, plan and implement the goals and objectives of the Town and its 1% Option Tax/Economic Development Fund. Currently, these groups include Beautification, Business & Workforce Development, Events, Housing, Infrastructure, Marketing, Public Safety, Telecommunications, Trails and Venue, and are responsible for assisting the department with identifying, prioritizing, planning and implementing programs and projects.

**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 Select Board. There will be a six-month probationary period, which may be extended at the discretion of the Select Board.

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 many 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's 1% Economic Development Fund.

### **QUALIFICATIONS:**

- A minimum of three years of progressive experience required in the areas of: economic development, community development, planning, job creation, marketing, and/or tourism and knowledge of the principles and practices of planning, strategic business development, public relations, and budget development.
- Bachelor's Degree in Community & Economic Development, Planning, Public Administration, Political Science, Marketing or related subject.
- Managerial experience in a municipal setting preferred.
- A working understanding of the municipal governance and the State of Vermont government structure, agencies, and programs.
- Prior experience leading and coordinating committee meetings.
- Prior experience working with a Select Board or related government bodies.
- Prior experience planning municipal programs and projects.
- Prior experience with grant writing and administration.
- Prior experience developing, implementing and administering short- and long-term budgets.
- AICP (Planning) or CECD (Economic Development) certification preferred.
- Possession of a valid driver's license.

**SKILLS:**

- Good organizational skills and the ability to work independently with little direct supervision.
- Ability to work effectively with local, regional, state and federal agencies, public officials, businesses, residents, multiple committees, other employees, the public and the media.
- Ability to direct, supervise, evaluate and motivate volunteers and/or staff.
- Ability to make strategic departmental decisions while offering substantive recommendations.
- Ability to analyze alternatives and offer objective recommendations.
- Ability to analyze and develop budgets as they pertain to the goals and objectives of the department.
- Ability to perform effective grant writing and administration.
- Ability to competently communicate, both orally and in writing, with a proficiency in public speaking.
- Ability to develop and negotiate contracts.
- Working knowledge of Microsoft Word, Excel, Publisher, PowerPoint as well as basic computer and office equipment skills.

**Primary Responsibilities**

- Oversee the 1% Economic Development Fund.
- Develop and implement an annual budget for the 1% Economic Development Fund.
- Cooperate with the Select Board and other committees and work groups to identify, prioritize, plan and implement programs and projects.
- Lead development of action plans to carry out goals and objectives.
- Implement the Housing Master Plan and Trails & Recreational Venue Master Plan.
- Represent the Town at meetings with local, regional, State and Federal agencies and representatives.
- Develop relationships with the business, resident, and tourist communities.
- Prepare and administer grant applications and administer grants received.
- Develop metrics to track program and project successes.
- 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.

See attached list of priorities and the Town Report for more information.

The Town of Dover is an Equal Opportunity Employer.