

ECONOMIC DEVELOPMENT DIRECTOR (*Part time*)

Marceline Industrial Development Authority

The City of Marceline Industrial Development Authority (IDA) is seeking a dynamic and experienced individual to lead our team and direct the economic growth of our City.

GENERAL PURPOSE: Direct the City's economic development efforts including, but not limited to, business retention, expansion and attraction programs, property acquisition assistance, disposition assistance, management, and relocation. Must exercise a high degree of independent judgment and discretion in the interpretation and execution of policies governed by the Industrial Development Authority Board of Directors. Provide professional advice and assistance to developers and other department heads in connection with the planning or execution of economic development programs and projects.

ESSENTIAL FUNCTIONS:

- Directs and participates in the development and implementation of department goals, objectives, policies, and priorities for assigned programs. Manages appropriate service and along with policies and procedures. Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload.
- Directs the development and design of a variety of City economic development projects and initiatives.
- Manages and reviews contracts and assignments for City consultants and contractors.
- Prepares or arranges preparation of documents related to economic development transactions including, but not limited to contracts, conveyances, notes, deeds of trust, grant deeds, reconveyances, agreements, property purchase and/or property acquisition. Coordinates the administration of the Enhanced Enterprise Zone (EEZ) proposals and performs due diligence on proposals.
- Presents the Marceline IDA's position and policies to the IDA Board, investors, and City Council.
- Analyzes and initiates development studies or program reviews and analyzes economic data and keeps the IDA Board and City informed on trends.
- Works with property owners and developers on property acquisition.
- Directs meetings with investors on disputes and ordinance issues.
- Provides status reports to the IDA Board and to City Council on operations, any major shift in policies or procedures and recommendations for future development.
- Serves as the chief spokesperson for the Marceline IDA including presenting materials at City Council Meetings. Builds and strengthens relationships with the various stakeholders and external partner organizations while facilitating connections between each entity.

- Stays informed on legislative developments which may impact economic development programs, policies and procedures and implements approved follow-up action.
- Attends meetings, conferences, workshops and training sessions and reviews publications and audiovisual materials to become and remain current on the principles, practices and new developments in assigned work areas.
- Provides analysis and recommendations on other projects as assigned.

IDEAL REQUIREMENTS:

Education: Bachelor's degree in public administration, planning development, economic development or an equivalent field of study from an accredited university.

AND

Five years' experience in city planning or economic development.

OR

An equivalent combination of education and experience.

CERTIFICATIONS / LICENSES:

Must be at least 18yrs old and hold a valid Missouri Driver's License. Must be able to pass a pre-employment background check, and driving record check

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of relevant state and federal laws, regulations, and procedures concerning economic development, redevelopment, real estate, real property, principles, practice and methods of economic development and real property management, principles, practices and methods of public administration including budgeting and purchasing, financial procedures and regulations pertaining to real estate, loan management and property improvements, title reports and real estate acquisition and relocation procedures, and of municipal zoning regulations and development review procedures.

KNOWLEDGE OF LEADERSHIP STYLES AND SKILLS:

Skilled in reading, understand, interpreting and applying legal, technical, and complex development regulations, understanding basic legal descriptions of properties, understanding real property conveyances, management, leasing and licenses, title services and escrow closing procedures, preparing reports, correspondence and agreements.

Communicate in English. Produce written documents in the English language with clearly organized thoughts using proper sentence construction, punctuation, and grammar. Intermediate skill in Word, Excel, and PowerPoint to create, analyze, and present information.