



DIRECTOR OF ECONOMIC DEVELOPMENT

Department: Economic Development

Job Class: 149000

Pay Range: Executive 10

FLSA: Exempt

Represented: No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in the classification and are **not** intended to reflect all duties performed within the job.

GENERAL FUNCTION: The Director manages a department responsible for the overall administration of economic development functions. This includes organizing, managing and coordinating a broad range of economic development strategies and collaborative efforts to develop economic growth within the region. The Director is an exempt position and serves at the pleasure of the County Executive. The Director is subject to confirmation by a majority of the Council.

ESSENTIAL FUNCTIONS:

- Provide oversight of the collaborative efforts between Pierce County and other jurisdictions to retain and attract business and economic development.
- Manage the county's business development and loan programs.
- Advise the County Executive, Department Directors and other jurisdictions on regulatory matters as they impact businesses and industrial groups.
- Analyze, advise, recommend and implement solutions to complex business and economic development issues facing the region.
- Supervise various studies regarding zoning, land and community development as they effect economic growth within the region.
- Ensure consistent interpretation and application of laws, rules, policies and procedures.
- Make presentations to government officials, local community economic revitalization and development organizations, Workforce Development Agencies, commercial and industrial real estate brokers, neighborhood groups, developers and business persons.
- Coordinate and oversee the county's economic development programs, plans and policies.
- Participate in and support development, measurement and execution of the mission, goals, and objectives of the county, department, division and individual work groups.
- Establish and maintain effective relationships with department leadership, elected officials, County Council members and staff, state and federal agency personnel, interested groups and individuals.
- Provide public testimony, presentations, and media statements as appropriate.
- Develop and implement department strategic plan.
- Develop and implement department budget.
- Manage the tourism taxes and fees that are administered by Pierce County.
- Manage the resources and commission overseeing the County's arts programs.
- Supervise Economic Development Department staff.
- Perform other duties as assigned.

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MINIMUM QUALIFICATIONS AND EXPERIENCE:

- Bachelor's degree in public or business administration, economics or a related field or comparable combination of experience and education which would clearly indicate the ability to perform the duties of the position. Master's degree in public or business administration preferred.
- Six years of directly-related supervisory experience;
- Extensive administrative experience in the following areas: economic development, business and trade activities or related other areas commensurate with the duties of the position.
- Experience in managing economic development strategies and collaborative efforts to develop economic growth.
- Sufficient knowledge of long-term planning and policy development.

BASIC KNOWELGE, SKILLS, AND ABILITIES:

- Knowledge and experience in management practices and staff supervision.
- Knowledge and experience in preparing departmental budget requests, justifying requests, monitoring and controlling departmental expenditures, and assuming responsibility for the appropriateness of expenditures.
- Knowledge of Federal, State, and local laws and regulations specific to the work performed.
- Knowledge of local government and County operations.
- Knowledge of computer applications.
- Knowledge of current literature, trends and developments in management and major departmental issues.
- Ability to develop, present, and gain acceptance for long-range and extensive programs which require monetary allocations.
- Ability to communicate effectively with the public, staff, other County departments, and elected officials. Proven ability to address groups of people and speak effectively on departmental issues.
- Ability to establish and maintain effective working relationships with elected officials, department heads, public agencies, private organizations and citizens at large.
- Ability to lead a diverse workforce.
- Ability to plan, direct and coordinate work.
- Ability to establish rapport with and gain cooperation of departmental employees.
- Ability to seek reform in the public interest.
- Ability to use creative and innovative methods in order to increase efficiency and effectiveness of departmental operations.

WORK ENVIRONMENT & PHYSICAL REQUIREMENTS:

Work is performed mostly in an office setting that requires sitting for prolonged periods of time. The Director must be able to travel, operate a personal computer and related equipment, and lift twenty pounds with or without accommodation.