

**City of  
EDMONDS  
Washington**

**COMMUNITY SERVICES & ECONOMIC DEVELOPMENT DIRECTOR**

<b>Department:</b>	Community Services/Economic Development	<b>Pay Grade:</b>	<b>NR-20</b>
<b>Bargaining Unit:</b>	Non Represented	<b>FLSA Status:</b>	Exempt
<b>Revised Date:</b>	November 2012	<b>Reports To:</b>	Mayor

**POSITION PURPOSE:** Under administrative direction, plans, organizes, coordinates, and implements special projects as assigned by the Mayor and City Council related to the planning of long-term policies and strategies for the City; develops community relations and public information programs and policies and establishes customer services programs; serves as administrative Mayor in the absence of the Mayor; assists the Mayor/Council in the formulation and development of administrative and operational policies, procedures and programs, including the planning of long-term growth strategies, meets with representatives from the public and private sector to negotiate agreements; communicates and forges cooperative partnerships to promote and develop the City's economic and community development programs. Directors are responsible for the operations of the departments and may delegate signing authority except as limited by the provisions of Edmonds City Code or state or federal law.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Directs Department operations to maintain effective and efficient programs; ensures compliance and accountability with Federal, State, and local regulations, policies and procedures.
- Plans, directs, coordinates, monitors and reviews the work of assigned staff ensuring that services and work products meet quality and safety standards; assigns work activities and coordinates schedules, projects and programs.
- Supervises, coaches, trains and motivates staff; coordinates and/or provides staff training.
- Provides constructive feedback to staff; reviews and evaluates work and makes effective suggestions and recommendations.
- Directs the Department employment and hiring process and employee relations.
- Manages the workflow and prioritization of projects and measures the performance of the department and all related staff and takes appropriate corrective action when necessary.
- Develops, administers, maintains and oversees the Departmental budget including: the annual or biannual budget, outside funding revenues, assists with the Capital Improvement Program and Capital Facilities Program.
- Makes recommendations and forecasts for future funds needed for staffing, equipment, materials, and supplies; recommends efficiencies to keep costs within established financial guidelines and approves Departmental expenditures and implements adjustments.
- Provides advice and coaching to staff; develops work plans for staff.
- Implements and / or recommends corrective actions and discipline and termination procedures as appropriate / necessary.

## **JOB DESCRIPTION**

### **Community Services & Economic Development Director**

- Develops action plans and metrics; analyzes operational results and assures the effective allocation and utilization of resources.
- Serves as staff on a variety of boards, commissions and committees and prepares and presents staff reports and other necessary correspondence.
- Attends and participates in professional group meetings maintaining awareness of new trends and developments in the fields related to area of assignment; incorporates new developments as appropriate and ensures processes, policies and practices are interpreted and applied consistently and effectively.
- Oversees the preparation and maintenance of a variety of reports, records and files related to assigned activities; prepare and maintain records and reports related to budgets, plans progress, personnel and related activities.
- Provides leadership and knowledge on emergency response/emergency operations and recovery activities.
- Plans, organizes, and directs special projects for the City; provides leadership and direction in such areas as long-range capital programs and a variety of city-wide projects and programs which involve multiple departments.
- Works on special projects at the Mayor's direction assuming the lead role and directing the preparation and maintenance of a variety of narratives and statistical reports, records, and files related to assigned activities.
- At the direction of the Mayor, provides direct support to City Council, works with Council to provide thorough information, analysis, pros/cons, consequences, options and recommendations for Council to make informed decisions.
- Serves as in-house consultant on department related projects, long range and strategic planning issues; assists council members in drafting policies and facilitating the development of goals, plans, regulations, and ordinances; attends Council meetings as needed/required.
- Develops community relations programs and policies; maintains close contact with community groups and regional/State organizations as assigned by the Mayor.
- Represents the City to the news media; meets with citizens to review and resolve customer service and other issues; establishes customer services programs to ensure that citizens achieve their objectives in the most timely and efficient manner.
- Coordinates agreements, legislation, contracts and partnerships associated with assigned functions; meets with representatives of public and private sector entities to negotiate formal and informal agreements between City, State, and County governments and private interests as issues arise.
- Communicates with neighboring jurisdictions to form cooperative partnerships to guide future regional-related development; communicates with state and federal officials and legislators to present the City's viewpoint on pending administrative or legislative actions.
- Serves as administrative Mayor in the absence of the Mayor; represents the Mayor at meetings as directed; provides technical expertise, information and assistance to the Mayor as requested.
- Assists the Mayor in the formulation and development of administrative and operational policies, procedures and programs. Assists the Mayor and Council with the planning and implementation of long-term strategies for the City.
- Analyzes operational results and ensures the effective allocation and utilization of resources; serves as staff on a variety of boards, commissions, and committees and prepares and presents staff reports and other necessary correspondence.
- Fulfills roles and responsibilities on the EOC team as assigned by the Mayor.
- Performs related duties as assigned by Mayor.

#### **Required Knowledge of:**

- Operational characteristics, services, and activities related to community and economic development programs, including business and industry principles and practices related to work assigned.
- Parliamentary procedures, principles and practices of capital construction processes and procedures.

## **JOB DESCRIPTION**

### **Community Services & Economic Development Director**

- Principles and practices of the legislative process, and long-range strategic planning.
- Structure, organization and inter-relationships of city departments, agencies and related governmental agencies and offices affecting assigned functions.
- Effective oral and written communication principles and practices to include public relations and public speaking.
- Administrative program/project management techniques and principles.
- Contract negotiation and administration. Administrative program / project management techniques and principles.
- Research methods and report preparation and presentation.
- Modern office procedures, methods, and equipment including computers and computer applications such as: word processing, spreadsheets and statistical databases.
- English usage, spelling, grammar and punctuation.
- Principles of business letter writing.
- Principles and practices of governmental budget preparation and administration.
- Supervisory and training principles, best management practices, methods and techniques.

#### **Required Skill in:**

- Ability to work within federal, state, local laws, codes, regulations.
- Planning, organizing and managing a variety of programs, projects and activities related to community and economic development activities.
- Planning and implementing long-term growth and development strategies, including capital construction project planning and oversight.
- Performing in-depth policy analysis, including development of alternatives, cost/benefit and other types of decision analysis.
- Utilizing personal computer software programs and other relevant software affecting assigned work and in compiling and preparing spreadsheets.
- Establishing and maintaining effective working relationships with staff, management, vendors, outside agencies, community groups and the general public.
- Organizing and administering the functions of a community and economic development department.
- Interpreting and administering policies and procedures sufficient to administer, discuss, resolve and explain them.
- Negotiating with representatives of various citizen groups and private and public agencies.
- Analyzing situations accurately and adopting an effective course of action.
- Maintaining confidentiality and communicating with tact and diplomacy.
- Applying program/project management techniques and principles.
- Preparing comprehensive narrative and statistical reports.
- Developing and monitoring departmental and program/project operating budgets, costs and schedules.
- Communicating effectively verbally and in writing, including public relations and public speaking.
- Supervising, leading, and delegating tasks and authority.

#### **MINIMUM QUALIFICATIONS:**

##### **Education and Experience:**

Bachelor's Degree in Planning, Engineering, Economic Development, Public or Policy Administration or related field and seven years of experience in economic or community development, legislative and policy development, or business/industry development that includes four years of staff supervisory, budgetary, and management responsibility for a department or major division; preferably in a municipal or public sector environment; OR an equivalent combination of education, training and experience. Master's Degree and AICP certification and/or PE license preferred.

**JOB DESCRIPTION**  
**Community Services & Economic Development Director**

**Required Licenses or Certifications:**

State of Washington Driver's License.

Must be able to successfully complete and pass a background check.

**WORKING CONDITIONS:**

**Environment:**

- Office environment.
- Constant interruptions.

**Physical Abilities**

- Hearing, speaking or otherwise communicating to exchange information in person or on the phone.
- Operating a computer keyboard and other office equipment.
- Reading and understand a variety of materials.
- Sitting or otherwise remaining in a stationary position for extended periods of time.
- Bending at the waist, reaching above shoulder or horizontally or otherwise positioning oneself to accomplish tasks.
- Walking or otherwise moving to inspect sites.

**Hazards:**

- Contact with potentially angry and/or dissatisfied customers.

**Incumbent Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Department Head:** \_\_\_\_\_

**Date:** \_\_\_\_\_