

<b>CITY OF CEDAR RAPIDS POSITION PROFILE</b>	<b>JOB CODE #/TITLE:</b> NB331 Economic Development Manager
<b>POSITION #/TITLE:</b> 2522 Economic Development Manager	<b>Adopted:</b> 08-12
	<b>Revised:</b>

<b>POSITION DESCRIPTION</b>
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<b>Dept:</b> Development Services	<b>Manager Level:</b> Program Administrator
<b>Salary Plan/Description:</b> NBU/Non-Bargaining Unit	<b>Salary Grade:</b> 16
<b>Reports To Position #/Job Code #/JC Title:</b> 2629/CN002/Development Services Director	<b>Dotted-line Reports To Position #/Job Code #/JC Title:</b>
<b>FLSA Status:</b> Exempt	<b>City Overtime Status (Employee Type):</b> Exempt (Salaried)
<b>Physical Demand Rating:</b> Sedentary	<b>Work Environment:</b> Controlled
<b>Pre-employment Testing:</b> Drug and health screening after contingent offer.	<b>Position Testing:</b> Job fit assessment
<b>Personal Protective Equipment:</b> None	

<b>General Statement of Duties</b>
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Works under the direction of the Development Services Director. Serves as liaison to businesses seeking economic development assistance. Manages economic development and redevelopment activities principally within the Development Services Department and others as may be applicable; performs related work as required.

<b>Distinguishing Features of the Class</b>
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Extensive leeway is granted for the exercise of independent judgment and initiative. Independent initiative is required to respond to multiple and on-going projects. Work assignments are significantly complex, subject to minimal supervision. Discretion is allowed for interaction with and presentation to committees, commissions, boards, the Council and outside interests.

<b>Examples of Essential Work (Illustrative Only)</b>
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Serves as liaison to businesses seeking economic development assistance within the city;  
 Assists with preparation of requests/applications for the procurement of grant or loan funding from other public/private entities, (governmental and non-governmental), to undertake financial assistance programs, projects, and/or activities including, City infrastructure improvements/services, and for-profit/non-profit facilities and services;  
 Plans and prepares documentation to secure financial assistance for the City and to the extent necessary, directly supervises projects/activities funded within the Development Services Department to ensure implementation with applied skill that compels proper/timely contracting, regulatory compliance, budgeting/accounting and monitoring/reporting;  
 Analyzes financial and market feasibility data on projects under negotiation including project pro-formas, sources and use of funds, cash flow analysis, security provisions, business profitability, underwriting and related data;  
 Works with others to assemble cost estimates for various public actions such as land acquisition, relocation, demolition and public improvements;  
 Researches and performs cost comparison analyses between proposed City development sites and alternative or competing development sites;  
 Conducts tax and public benefit analyses for economic development projects;

Assists with the coordination of participating community groups, business organizations, and individual citizens in accessing and administering appropriate funding resources;

Uses software programs of respective governmental entities for necessary recording procedures of grant administration (including security sensitive electronic data/monetary transfer);

Researches community needs and reports findings and recommendations as a part of planning initiatives which are companion to assisted funding programs;

Prepares and coordinates documentation and processing for economic development agreements, including specific development incentives and use of tax increment revenues;

Establishes and administers financial monitoring activities for both tax increment and tax exemption programs;

Prepares and presents documentation related to appointed and elected officials;

Prepares tax increment financing (TIF) reports for use by City staff in various departments and also external reporting, such as annual documentation submitted to the State of Iowa;

Attends and participates at meetings, conferences and workshops as requested and authorized;

Performs all work duties and activities in accordance with City policies, procedures and safety practices;

Attends work regularly at the designated place and time;

Supports continuous process improvement initiatives;

Performs related work as required.

### **Required Knowledge and Abilities**

Comprehensive knowledge of general economic development activities based upon national best practices;

Comprehensive knowledge of applications/practices which promote economic development, particularly as may be applied for the purpose of job creation/retention;

Comprehensive knowledge of current practices and procedures involved in grant applications and administration;

Thorough knowledge of public and private funding sources and financial incentives;

Thorough knowledge of financial practices and procedures particularly related to budgeting/accounting and loan establishment/maintenance (for accounts payable & receivable);

Thorough knowledge and experience in administering and monitoring development agreements related to economic development projects;

Thorough knowledge of Real Estate economics from the perspective of public participation;

Thorough knowledge of applicable state and federal laws;

Ability to prepare ordinances, resolutions, contractual agreements, and other accurate and reliable reports containing findings, recommendations, and conclusions concerning funding Opportunities, economic development activities, and general supportive administration;

Ability to successfully negotiate financial and other public actions with developers, businesses and their representatives;

Ability to conduct thorough and reliable analysis for economic development projects;

Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;

Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;

Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;

Ingenuity and inventiveness in the performance of assigned tasks.

### **Acceptable Experience and Training**

Graduation from an accredited college or university with a Bachelor's Degree in Business, Public Administration, Finance, Urban Planning or a closely related field; and

Considerable experience in economic development, planning and financial procurement and administration; or

Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

<b>Required Special Qualifications</b>
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None

<b>Essential Physical Abilities</b>
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Requires the following with or without reasonable accommodation:

Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;

Sufficient vision, which permits the employee to review a wide variety of written correspondence, reports and related material in both electronic and hard copy form;

Sufficient manual dexterity, which permits the employee to operate a keyboard and produce handwritten materials and notations;

Sufficient personal mobility, which permits the employee to visit other work stations in the City.