

“When you hand good people possibility, they do great things” – Biz Stone

JOB TITLE	DIRECTOR OF COMMUNITY AND ECONOMIC DEVELOPMENT	STATUS	FULL TIME
DEPARTMENT	ADMINISTRATION	CLASSIFICATION	EXEMPT
REPORTS TO	MAYOR	ESSENTIAL	NO
DATE CREATED	JANUARY 2022	DATE REVISED	APRIL 15, 2023

Job objective The Director of Community and Economic Development (CED) is responsible for managing, directing, and integrating the functions, programs and activities of Community and Economic Development, as well as the Grant Division. Responsibilities are broad in scope and involve publicly visible operations, projects and processes that require a high degree of policy, program and administrative discretion and high ethical standards. Reporting directly to the mayor, this position advises on departmental matters, and collaborates with a broad range of officials both internal and external to the organization, business leaders, development professionals and the public to achieve the cities goals and objectives.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Direct the work of the CED and Grants divisions to establish operational plans and initiatives to meet department goals; coordinate and integrate functions and responsibilities to achieve optimal efficiency and effectiveness; develop and monitor performance against the departmental budget.
- Provide situational leadership to guide a collective culture that encourages initiative, new ideas, high energy, best practices, and enthusiasm for the projects and programs geared towards excellence, community growth and revitalization, and capital improvement project completion.
- Working closely with community partners, such as businesses, community organizations, and the public, to develop strategies for improving economic, architectural, and community initiatives while preserving neighborhood or community cohesion.
- Monitor programs and budgets for department initiatives.
- Create and implement economic development strategies and policies which capitalize on existing assets and identifies new development opportunities for maximum economic vitality and value; collaborate with the mayor and department heads in establishing strategic plans for CED.
- With the mayor’s approval, and in conjunction with other department heads, negotiate, administer, and measure third-party entity performance related to contracts and agreements.

- Perform selection processes for consultant services, contracts, and development agreements to ensure fiscal compliance and delivery of desired results.
- May make presentations before the City Council, other agencies, community groups and the media on the City's CED operations and initiatives, affordable housing, and asset management initiatives.
- Monitor national and regional trends related to municipal community and economic development services and evaluate their potential impact on Sherwood; recommend policy and process changes and improvements.
- Stay current on AR State requirements in a shifting legal landscape with regards to land use planning, housing, traffic studies and other related areas of compliance.
- Supervises grant writer and all functions relating to grant writing.
- Attends functions representing the Mayor's Office, when needed.
- Perform other duties as assigned and/or required.

The Director of Community and Economic Development provides direct supervision to the Office of Grant Management. Provides day to day supervision of the city grant writer. Focuses grant writers' efforts on obtaining funds that will directly support the goals of the city as they relate to community and economic development.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements and preferences listed below are representative of the knowledge, skill, and/or ability required and/or preferred.

EDUCATION AND EXPERIENCE

Qualifications for this position include a bachelor's degree in business administration or related field and more than five years of experience in business, community and or economic development. An equivalent combination of education and experience may be considered.

Additional Skills

- Applicable Federal, State, and City codes, laws, statutes, and ordinances.
- Principles and practices of planning, redevelopment, economic development.
- Principles and practices of administrative management, including personnel rule, procurement, contract management, risk management and employee supervision.
- Using initiative and independent judgment within established procedural guidelines.
- Organizing, evaluating, analyzing, and presenting data and information.
- Ability to maintain accurate records, type and enter data accurately.
- Ability to effectively communicate on a one-on-one basis with others.
- Ability to maintain effective and harmonious working relationships with other employees, department officials and the public.
- Ability to report to work each scheduled day, and on time.

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job-related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts management's right to assign or reassign job-related responsibilities and tasks to this job at any time.

Certain functions are understood to be essential; these include, but are not limited to, attendance, getting along with others, working a full shift, and dealing with and working under stress. Any essential function of this job will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when requested, if possible.

Acknowledgement

By signing below, I acknowledge that I have read this job description and fully understand the requirements set forth and can perform all the stated requirements. I further understand that this job description does not constitute an employment contract with the City of Sherwood.

Employee Name Printed

Employee Signature

Date