

TOWN OF CENTREVILLE POSITION DESCRIPTION

POSITION TITLE: Economic Development Manager

GRADE: Contract

FLSA STATUS: Non-Exempt

ESSENTIAL STATUS: Non-Essential

DEPARTMENT: Administration

SUPERVISOR: Town Manager

GENERAL RESPONSIBILITIES

The role of the Economic Development Manager (EDM) is to work to provide the necessary skills and experience to sustain, strengthen and expand the overall economic growth and development for the Town of Centreville MD in accordance with the Town's current and future strategic plans. This part time contractual position will work collaboratively with the Centreville Economic Development Authority (CEDA), Main Street Manager, Centreville Town Council and other Town staff to identify and implement economic development initiatives to achieve the goals for economic growth of the Town. This position will perform a variety of strategic, administrative, technical and professional duties related to the timely delivery of economic development initiatives. Areas of economic development include: business retention and expansion, assisted living facilities, business recruitment, downtown revitalization, marketing, website content, and grant acquisition.

SUPERVISION

The Manager reports to the Town Manager with guidance offered from the Town Council and CEDA.

ESSENTIAL TASKS

In collaboration with town staff, Town Council and CEDA this part time position will address as many of the following tasks as possible:

1. Administers and manages the Town's economic development initiatives, maintaining respect for community plan, zoning and CEDA goals.
2. Assists with implementation of economic development initiatives to include assisted living facilities.
3. Attends CEDA meetings and works closely with members on planning to address needs and implement strategies as described in the Centreville Economic Development Plan.
4. Leads implementation of the Town Economic Development plan including metrics to assess performance.
5. Fosters "business friendly" assistance and incentive program.
6. Builds town collaborative partnerships, and fosters new and existing stakeholder relationships.
7. Gathers appropriate data to respond to requests for information for economic development purposes.
8. Assists the Main Street Manager in marketing for existing businesses and vacant commercial spaces.

9. Maintains a catalogue of and commitment to existing businesses to assess their needs; creates and implements of manageable action strategy for the purpose of retaining those businesses.
10. Assists in budget development and management including fundraising, loans & grants.
11. Works with the Zoning Administrator and Centreville Planning Commission to address zoning and ordinance requirements for successful business development.
12. Participates as necessary in meetings of Queen Anne's County Economic Development Department; Queen Anne's County Chamber of Commerce, etc.
13. Other duties as assigned.

LEADERSHIP SKILLS

1. Serves as an ambassador for the Town's Economic Development plans and for the community.
2. Builds common ground and consensus about the future direction of Centreville Economic Development Initiatives.
3. Highly motivated, self-starting team player, able to manage time well and delegate where appropriate to interact with all levels of government and the business community.
4. Effectively deliver presentations, proposals, reports; possesses strong public, group, and one-on-one communication skills.
5. Listens and considers diverse ideas and opinions from all constituents.
6. Acts in a collaborative manner in a variety of situations.

INTERPERSONAL CHARACTERISTICS

1. Action-oriented professional who seeks information from and works effectively with people of diverse cultures, backgrounds, and industries.
2. Integrity and strong service orientation.
3. Demonstrates the ability to identify new solutions while adhering to the direction of the Town Plan.

EDUCATION AND EXPERIENCE

Bachelor's degree preferred, Master's degree a plus, from an accredited institution in marketing, business or government administration, political science, law, planning, or similar/related field. CEcD certification is a plus. Prior experience and demonstrated achievement in economic development or related field. Strong understanding of finance, public incentive programs, and capital investment considerations. Independence with technology - presentations, online communication, social media where deemed appropriate. Emerging or strong data management skills, inclusive of simple surveys, data collection, simple spreadsheet skills. Demonstrated experience with marketing and communication also a plus. Able to have flexibility in schedule to work days, occasional evenings and weekends.

Disclaimer: The position description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee.

Signing below acknowledges receipt of position description.

Manager Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Human Resources: _____ Date: _____

*A copy will be placed in Manager File.