

# BUREAU DIRECTOR, ECONOMIC DEVELOPMENT

Job Code	Pay Grade
21970	SM2a

## Nature of Work

This is advanced professional management and administrative work promoting economic development and incentives in Pinellas County to create high quality employment opportunities and a secure tax base. An incumbent in this classification will serve as a contact point for the economic development agencies to pursue state and federal funding and coordinate short and long-term strategies to meet the objectives of the county's master plan. Work is performed with considerable independence within the scope of assigned goals and objectives. The incumbent reports to the County Administrator.

## Minimum Qualification Requirements

- Bachelor's degree in public or business administration, urban or regional planning or directly related field plus 4 years of professional planning or economic development programs experience for a large governmental agency that includes supervision or supervisory training; or
- Master's degree and 2 years experience as described above, or
- An equivalent combination of education, training, and/or experience.

## Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

## Illustrative Tasks (These are examples and are not all inclusive.)

- Coordinates with local municipalities, community development agencies, and other groups to identify economic development projects to enhance and increase economic development in Pinellas County.
- Coordinates/facilitates long and short-term studies, prepares reports and determines regulatory conformance of economic development proposals.
- Confers with governmental officials to effect changes in local policies or ordinances discouraging effective development.
- Coordinates activities such as research, analysis, and evaluation of technical information to determine feasibility and economic impact of proposed expansions and development.
- Identifies and applies for appropriate state, federal, public/private funding for economic development projects.
- Facilitates cooperation between local agencies to promote economic development for mutual benefit.
- Promotes cooperation among local agencies to reduce overlap and duplication of efforts and share resources to enhance economic development efforts.
- Presents reports to the Board of County Commissioners, County Administrator, and governmental agencies on progress of economic development projects; recommends changes to the economic element of the master plan.
- Performs related work as assigned or required.

## Knowledge, Skills, and Abilities

- Knowledge of recent developments, current literature and sources of information regarding economic development.
- Knowledge of economics and public finance as it applies to economic development.
- Knowledge of research techniques.
- Knowledge of public administration with particular reference to county and municipal administration.
- Ability to apply computer applications and software.
- Ability to communicate effectively, both orally and in writing.
- Ability to analyze facts and exercise sound judgment in decision making.

Revised	EEOC Code	Overtime Code
3/10	Officials & Managers	Exempt