



## **Economic Development Manager, Senior**

**Category:** Exempt  
**Pay Grade:** E26  
**Job Code:** 21964

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### **JOB SUMMARY**

Performs highly responsible professional and supervisory work in the planning, development and implementation of a community economic development program throughout the County for the Department of Economic Development; may perform in the marketing and promotional division, economic and community development, or business assistance activities; plans, organizes, develops, and implements a comprehensive program in the area of assignment; provides the supervision and administration of the division.

### **ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)**

- Plans, develops, organizes, supervises, and reviews the work of a supervisory, professional, and clerical staff engaged in conducting activities in the marketing and promotional, economic, and community development, or business assistance division;
- Develops and maintains contacts and close working relationships with economic development organizations, local governments, Chambers of Commerce, existing business, and industry;
- Monitors changes in policies, procedures, and laws related to business assistance, business development, and the grants area;
- Supervises management employees in the assigned division which includes creating goals, objectives, and accountability, developing individual Personal Development Plans and conducting performance appraisals for each staff member in their division;
- Coordinates the work assignments of the division with other divisions in the department;
- Develops an annual plan of work for the division, monitoring it for results and reporting accomplishments to and the Board of County Commissioners (BCC);
- Monitors the division's annual budget and reporting quarterly on its status to management;
- Markets educational programs and promotes the mission of the FSBDC to area leaders, capital resources, economic developers, chambers of commerce, industry leaders, and other partner organizations;
- Seeks out and develops external funding sources;
- Provides supervision of marketing the County's Small Business Enterprise Program;
- Conducts client site visits and business assistance outreach to businesses throughout the County;
- Performs other related job duties as assigned.

### **QUALIFICATIONS**

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

Bachelor's degree in public or business administration, urban or regional planning, or directly related field plus five (5) years of professional planning or economic development programs experience for a governmental

agency that includes supervision or supervisory training; or a Master's degree and three (3) years of experience as described above; or an equivalent combination of education, training, and/or experience.

**Special Qualifications** (May be required depending on area of assignment):

- 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 knowledge, skills, abilities, and credentials required for a specific position.

**Knowledge, Skills and Abilities:**

- Knowledge of the principles and practices of economic development and ability to apply this knowledge in varied work situations;
- Knowledge of principles and techniques of effective communication;
- Knowledge of public administration principles and practices;
- Ability to apply computer applications and software;
- Ability to apply independent judgment and discretion based on knowledge of the County functional and structural organization;
- Ability to plan, organize, direct, coordinate, and supervise the work of professional, supervisory, and clerical employees;
- Ability to work independently on complex and confidential tasks;
- Ability to make decisions in accordance with county ordinances and practices;
- Ability to maintain effective working relationships with others;
- Ability to communicate clearly and concisely, both orally and in writing.

**PHYSICAL/MENTAL DEMANDS**

The work is sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Additionally, the following physical abilities are required:

- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Visual ability: Sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: Sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- Speaking ability: Sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental acuity: Ability to make rational decisions through sound logic and deductive processes.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Standing: Particularly for sustained periods of time.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

**WORKING CONDITIONS**

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.