



Town of Altavista

ECONOMIC DEVELOPMENT
DIRECTOR

Dept: ADMINISTRATION

GENERAL PURPOSE:

The position of Economic Development Director is an appointed position by the Town Manager. The individual in this position works at the pleasure of the Town Manager and receives direction and supervision from the Town Manager. Under policy direction from the Town Manager, in coordination with the Altavista Economic Development Authority, the Economic Development Director plans, organizes, directs and integrates the Town's economic development activities; provides expert professional assistance to Town management in areas of expertise, including economic development, business retention, general and strategic planning, and grant administration, and performs related duties as required. This position provides administrative staff assistance to the Town Manager in the conduct of all phases of Town's economic development functions; makes recommendations for action and assists with development and implementation of policies and procedures; may direct the work of professional, technical and/or support staff; performs related work as required.

ESSENTIAL FUNCTIONS:

- Pro-actively directs and pursues economic development initiatives to achieve the goals and objectives of the Town of Altavista, specifically any Economic Development Plan established by the Altavista Economic Development Authority and approved by the Altavista Town Council.
- Acts as a Town economic development strategist and provides assistance in the development of short and long-term economic development plans, as well as gathering information and preparation of studies, reports and recommendations to achieve such goals. This will involve the preparation and maintenance of information regarding utilities, taxes, zoning, transportation, community services, financing tools and incentives, in order to respond to requests for information for economic development purposes, and the coordination with other departments and agencies as needed.
- Provide customer driven, problem solving, professional economic development advice, assist in the application and permitting process, and serve as an advocate for economic development in line with the Town's Comprehensive Plan, any Town adopted Economic Development Plans, Town ordinances and goals established by the Town.
- Develop and maintain a comprehensive inventory of available buildings and sites in the community for economic development purposes and track business movement into and out of the Town.
- Develop plans for improvement of sites for economic development.
- Develop and implement marketing plans/programs.
- Develop a business retention plan for the Town.
- Prepare, write and administer grant applications related to economic development.
- Coordinate and monitor performance agreements with businesses.
- Coordinate and monitor professional service contracts as related to economic development.

- Liaison to the Altavista Economic Development Authority, as well as other groups such as the chamber of commerce, business community, Altavista On Track, planning commission, and governmental agencies in furthering the Town's economic development policies.

QUALIFICATIONS:

Knowledge of:

- Operations, organizations, policies and ordinances that affect economic development.
- Business recruitment skills and techniques; marketing and promotion techniques.
- Applicable laws, codes and regulations concerning land use property development.
- Community market trends in land development, retail, industrial and office markets.
- Development cost of office, retail, industrial and commercial buildings.
- Market analysis as it relates to the potential development of a specific site.
- Negotiating skills and technique, consensus building skills and customer service skills.
- Budget preparation and control.
- Computer operation and basic word processing and financial software.

Ability to:

- Prepare comprehensive economic development reports, memoranda, and other related correspondence.
- Communicate clearly and concisely, orally and in writing; prepare clear and comprehensive written reports; properly interpret and make decisions in accordance with laws, regulations and policies; establish and maintain cooperative relationships with Town officials, employees, and the general public; supervise, train and evaluate assigned staff; and establish and maintain effective and cooperative relationships with various public groups and organizations.
- Read, write and speak the English language at a level sufficient to efficiently perform the functions of the position.
- Represent the Town and attend various boards, committees and meetings.
- Analyze complex situations accurately and adopt an effective course of action.
- Maintain records and prepare reports.
- Maintain confidentiality when appropriate.
- Meet schedules and time lines.

EXPERIENCE AND EDUCATION:

Any combination of experience and education that would likely provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years experience related to economic development in a municipality.

Education:

A Graduate of an accredited 4-year college or university with a degree in business, public administration, economics, marketing, finance, urban planning, or a closely related field.

License and Certificates:

Possession of a valid Virginia State Driver's License.