

DIRECTOR OF ECONOMIC DEVELOPMENT

Department: Economic Development

Reports To: City Manager/ACDA Board



Small, Serene, Simply Garnett.

Position Summary

A full-time position for the City of Garnett, Kansas with the primary responsibility for planning, directing, managing and overseeing economic development activities for Anderson County that will promote economic growth through expansion of existing and new business and industry. The Director shall manage and coordinate resources. The Director shall coordinate strategic planning to establish goals and objectives and the methods to be used to achieve their implementation.

Examples of Work

- Support Existing Business
- Support New Business
- Promote Anderson County and the City of Garnett
- Support Communities
- Assist in the development, implementation and periodic review of a comprehensive economic development strategic plan for the County
- Be a conduit for information, resources, and education
- Write grant and/or loan applications to state and federal agencies and private foundations
- Maintain an economic development database including information on available buildings, sites, utilities infrastructure, labor availability, etc.
- Manage budget resources and coordinate and prepare financial, technical and budget reports
- Submit a detailed annual budget to the ACDA for consideration
- Provide reporting and tracking of activities consisting of the following:
- Provide monthly electronic fiscal and activity reports to the County and City Commissions and ACDA
- Provide quarterly verbal report to the County and City Commissions including financial and activity summaries
- Meet regularly with the ACDA
- Attend professional conferences and seminars to gain additional education and expertise in the field of economic development
- Develop relationships with federal, state, and local resource organizations

Experience

At least five (5) years of secretarial and financial experience is required. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well after six (6) months in the position.

Education

High school diploma required and college degree in public administration required.

Skills

Technical abilities expected include organizational skills and coordination of people and resources. Administrative and clerical abilities and knowledge of computer systems and applications, such as word processing, graphic and website design platforms, managing files and records, designing forms and spreadsheets, and other office and accounting procedures. Proficient in Microsoft Office. Knowledge of

city and state laws. Communicates proficiently in writing and when talking to others conveys information effectively. Managing one's own time efficiently.

Problem Solving

Moderate problem solving exists in relation to daily performance of job assignments. Problem solving includes handling citizen complaints, obtaining information, and developing improved procedures.

Decision-Making

Decision making is a factor in this position. Decisions involve the best practices for businesses creation and retention.

Accountability

Employee is responsible for budgetary control of the department and participates in the annual departmental budgetary process.

Supervision

Supervision is required and job-related decisions are occasionally reviewed by the Director of Community Development. Employee does not have supervisory responsibility over subordinate personnel.

Personal Relations

Continual contact with other city departments and the general public.

Residency

The employee working in this position is required to reside within Anderson County.

Physical and Mental Demands

This position requires the employee to work in a fast-paced environment, with the ability to meet frequent deadlines. While performing the duties of this job, the employee must regularly sit, talk, and hear. The employee is frequently required to use hands to touch, handle, or feel. The employee is often required to stand and walk. The employee will be required to occasionally perform a full range of motion with lifting and/or carrying items weighing up to 25 pounds. The mental and physical requirements described here are representative of those that must be met by an individual to successfully perform the essential functions of this position.

Working Environment

No adverse working conditions.

Salary and Hours

The salary for this position is \$50,000 - \$67,000 (E4) with excellent benefits, pay is based off qualifications. This is an exempt position with a 40-hour work week, on-call, and emergency call-outs. The schedule for this position is set by the City Manager and is generally 8-hour days and a 40-hour work week with some overtime as needed.