



Invites applications for the position of:

ECONOMIC DEVELOPMENT DIRECTOR

OPENING DATE: 2/1/2019

CLOSING DATE: Open until filled

Description: The City of Richmond is accepting applications for an Economic Development Director. Located just 35 miles from Kansas City, Richmond is a city on the move. The City has experienced considerable growth and development in the past few years, is “Open for Business” and is expecting more growth and development. This offering presents an outstanding opportunity for an individual with vision and a desire to excel.

This position is responsible under the direction of the City Administrator; the Director will promote and market the City as a viable location for business, industrial and economic development through traditional and online methods. The Director will work closely with community groups and attend events and activities to aid in growth and development of the local economic environment. The Director will maintain awareness of and promulgate economic incentives.

Education, Experience and Certification Requirements: Successful applicant must have a high school diploma and hold a Bachelor’s degree in Community or Economic Development, Public or Business Administration, Marketing or a related field, have five years of experience in any of these fields or have an equivalent combination of education and experience. A Certified Economic Developer or a related certification is desirable, but not required.

Qualifications: See the full Position Description at the City website (www.cityofrichmondmo.org) for a list of duties and responsibilities and general requirements and qualifications for the Economic Development Director.

Salary: Salary range for this position is \$43,992 - \$64,875. Starting salary based on qualifications, plus benefits. Benefits package includes paid holidays, vacation and sick leave, Missouri Local Government Employees Retirement System (LAGERS), medical, dental, vision and life insurance. Available voluntary benefits include Aflac supplemental insurance, 457(b) retirement plan, term life insurance, health savings account (HSA) and flexible spending accounts (FSA) for medical expenses and dependent care.

Application Process: Must submit a cover letter, resume and City of Richmond “Application for Employment” for consideration. Your application must include all relevant education and experience you possess, including at least the past four employers and at least three business references who are not relatives. Applications may be rejected if incomplete. Applications are available at Richmond City Hall, 205 Summit, Richmond, MO 64085, by phone (816) 776-5304, or at the City website: www.cityofrichmondmo.org. Application documents may be submitted via hand-delivery, mail, fax or e-mail.

Attn: Tonya Willim, City Administrator
City of Richmond
205 Summit Street
Richmond, MO 64085
Fax: (816) 776-8216
twillim@cityofrichmondmo.org

POSITION DESCRIPTION

TITLE: ECONOMIC DEVELOPMENT DIRECTOR **PAY GRADE:** 25
DEPARTMENT: ADMINISTRATION **DATE:** JANUARY 2019
REPORTS TO: CITY ADMINISTRATOR **FLSA STATUS:** EXEMPT
STATUS: FULL TIME **COST CENTER:** 10-01

JOB SUMMARY STATEMENT: Promotes and markets the City as a viable location for business, industrial and economic development through traditional and online methods. Works closely with community groups and attends events and activities to aid in growth and development of the local economic environment. Maintains awareness of and promulgates all economic incentives to interested and appropriate individuals and entities. Provides highly responsible support to the City Administrator in carrying out the policies and goals of elected officials and the City of Richmond.

DUTIES AND RESPONSIBILITIES:

1. Provides assistance, information and guidance, in conjunction with the City Administrator, to individuals and companies or other stakeholders to establish, relocate or expand businesses within the City.
2. Plans, analyzes, evaluates and recommends implementation of activities and projects intended to enhance the quality of life while improving the economic environment of the City.
3. Identifies short and long-range needs of the community and develops plans for progress.
4. Develops, coordinates and implements marketing to promote and advance the City and communicate City projects through traditional and online methods, with responsibilities in social media, public relations, search marketing, advertising, brand stewardship and special events.
5. Works closely with the Chamber of Commerce, the Richmond Downtown District, other community groups and the greater commercial environment, engages in a high level of community involvement, represents the City in business and community activities and engages in continuous networking and relationship-building activities.
6. Assists existing employers in becoming more competitive, encourages new employers and entrepreneurs from within the community and develops and implements strategies for attracting new employers and entrepreneurs from outside the community.
7. Develops strategies for capturing more local consumer dollars.
8. Seeks outside sources of capital, including grants and low interest loans, and assists agencies with searches and applications.
9. Represents the City at trade shows, economic development conferences and other events showcasing the City's amenities and opportunities.
10. Provides information to various civic, school and public groups and individuals regarding economic development.
11. Joins professional organizations and participates with economic development agencies, such as Missouri Economic Development Council and Missouri Partnership, and attends training and networking events.

12. Assists in improvements of infrastructure, downtown, housing, recreational and cultural facilities.
13. Responds to requests from the City staff for assistance and information.
14. Performs all other duties as assigned.

MINIMUM EDUCATION, EXPERIENCE AND CERTIFICATION REQUIREMENTS:

1. High school diploma or equivalent required; and
2. Bachelor's degree in Community or Economic Development, Public Administration, Business Administration, Marketing or a related field; or
3. Minimum of five years of work experience in areas mentioned in (2) above; or
4. An equivalent combination of education and experience.
5. Certified Economic Developer or a related certification is desirable, but not required.

GENERAL REQUIREMENTS:

1. Willingness and availability to regularly work a minimum of eight hours per day, 40 hours per week or such other hours per day or hours per week, sometimes including evenings, weekends and/or holidays, as determined is necessary to meet the City's needs.
2. Willingness and availability to travel on behalf of the City when job duties warrant; attend community events, meetings, conferences, trainings, trade shows, etc.
3. Must possess a valid State Driver's License without record of suspension or revocation in any state.

GENERAL QUALIFICATIONS:

1. Knowledge of the economic development process and of the general principles and practices of business, marketing and local government.
2. Innovation to diagnose conditions, gather information, plan, coordinate, analyze and research projects necessary for carrying out economic development.
3. Excellent verbal and written communication skills.
4. Interpersonal skills necessary to network, build relationships, communicate and work effectively with local, state, and federal officials as well as citizens, community groups, business representatives and individuals from a variety of backgrounds.
5. Aptitude to act as a representative of the City at various events and activities.
6. Ability to work as part of a team, work independently without close supervision and/or direction, multitask and prioritize projects.
7. Capability to develop and operate within a budget.
8. Computer literate.

PHYSICAL AND MENTAL DEMANDS:

The physical and mental demands described here must be met by employees to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

Must have the physical ability to sit for prolonged periods, physically move from one location to another; operate assigned standard office equipment; retrieve physical and electronic resources and information necessary to complete assigned tasks and must be able to occasionally lift up to 25 pounds and transport it 15 feet.

Mental Demands

While performing the duties of this job, an employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve non-routine and difficult office administrative problems; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines with frequent interruptions; and interact with City executives and managers, elected and appointed officials and committee members, staff, citizens, the public and others encountered in the course of work. Must be able to prioritize tasks and respond appropriately to shifting priorities.

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this position. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

This job description does not constitute an employment agreement between the city and the employee and is subject to change by the city as the needs of the city and requirements of the job change.