

MAJOR FUNCTION

This position provides highly professional, administrative responsibilities working closely with and for the Director-Office of Economic Vitality (OEV), community stakeholders, and professional consultants to develop and implement the strategic direction for economic development for Tallahassee and Leon County, with a regional mindset and in preparation for the advent of new local option sales tax funds directed toward increased economic development outcomes via Planning, Land Management And Community Enhancement (PLACE)/Blueprint 2020. The Division Manager will work closely with the Director-OEV to ensure that the budget, contracting, strategic planning, implementation and other core administrative duties related to the EDO function are completed. This position also requires that long-term relationships are established with local, state and regional partners. This position may involve travel to local, state, and regional communities. Work is performed under the direction of the Director-OEV.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Work with the Director-PLACE, and Director-OEV to manage contracts to create a community assessment, audit of economic development organizations, and a strategic plan for Tallahassee, Leon County, and the Capital Region for short-term and long-term sustainable growth. Work with Director-OEV to brand, market and promote the community for business attraction and talent retention and acquisition across sectors. Work with Director-OEV to manage administration efforts on behalf of the organization. Work with the Director-OEV to handle prospect visits, known as familiarization tours. Identify, create and engage a Go-Team for grant applications at the local, state and federal level. Travel to conferences, professional development seminars and site selection events to engage in the business attraction process. Establish and maintain relationships with organizations and individuals in the entrepreneurial ecosystem. Work with Intergovernmental Agency (IA), Economic Development Coordinating Committee (EDCC), and economic development team to identify targeted industry clusters and develop aligned initiatives related to talent acquisition and retention, workforce development, business development and business recruitment. Streamline processes for businesses to earn incentives at the local and state level. Work with coordinators to establish and utilize best practices for project management. Determine goals and values of city government and citizens to create business success formula. Examine local incentives to provide recommendations to IA and EDCC on creative, strategic growth mechanisms for businesses. Work with Director-OEV to create short-term goals and milestone-based targets to measure and report. Work with Director-OEV to create long-term visioning for strategy and budget. Establish and internship program for OEV and manage program participants. Work with coordinators to establish a community business retention and expansion program. Identify opportunities and strategies for connecting to and leveraging outcomes from the regional and national economic development market. Identify project groups (focus areas outside of Blueprint) to engage sector on major initiatives. Work with Director-OEV to create unified processes and programs and for the administration of existing programs. Perform analysis and program evaluation in coordination with subordinates and peers. Assist coordinators to conduct centralized reporting and coordinate collaboration efforts among economic development partners. Provide assessment, when needed. Assist organization to gather, analyze and organize information. Work with OEV managers to track industry and competitive trends, examine strategic performance, spot emerging market opportunities, identify business and community threats, look for strategic solutions, and develop creative action plans.

Other Important Duties

Performs special assignments, projects and related work as required.

DESIRABLE QUALIFICATIONS

Knowledge, Abilities and Skills

Knowledge of business development, project management, marketing techniques and economic strategic plans. Knowledge of the principles and practices of government accounting, budgeting and municipal fiscal management. Knowledge of administrative management and internal control techniques. Knowledge of economic development activities, resources and opportunities within our community corresponding to targeted solution proposals for improved program outcomes. A proven co-creator, participant, leader and manager of effective, cohesive teams. A proven team player. Ability to follow through on issues and projects, make informed decisions that comply with policies and procedures, complete tasks and solve problems. Ability to work effectively with all levels of internal and external associates, clients and colleagues. Can build bridges and achieve consensus among stakeholders. Ability to develop and maintain collaborative relationships internally and externally with private enterprises and public and government officials. Capable of speaking genuinely and effectively with diverse audiences. Proven ability to forge authentic relationships with a wide range of civic, business, including developers, investors, bankers and community residents. Excellent oral and written communication skills. Skill in the use of personal computers and associated programs and applications necessary for successful job performance. Excellent and confident human relations skills. Visionary, motivator, personable, team player, ethical, initiator, aggressive, entrepreneurial, adaptability.

Minimum Training and Experience

Possession of a bachelor's degree in public or business administration or a related field and two years of professional experience that includes economic development, community development or real estate development; or an equivalent combination of training and experience. A master's degree in an area mentioned above may substitute for one year of the required experience.

Necessary Special Requirement

Must possess a valid Class E State driver's license at time of appointment.

Established: 03-08-16