

**CITY OF LATHRUP VILLAGE
JOB DESCRIPTION**

MANAGER, COMMUNITY AND ECONOMIC DEVELOPMENT

Supervised By: City Administrator
Supervises: Employees assigned to the Public Services department, Farmer's Market, volunteers, interns, and other administrative staff as assigned

Position Summary:

Under the general supervision of the City Administrator, plans, directs, and administers the City's economic development initiatives, including business development, recruitment, and retention that will enhance jobs, tax base, blight removal and community and neighborhood stabilization. Researches, recommends, and implements programs and services to meet the needs of the City. Oversees activities of the Public Services Department, the Downtown Development Authority, Main Street Program, and serves as a liaison to the Planning Commission, SOCCRA/SOCWA and various boards, committees and commissions. May serve as City Administrator in absence of both the City Administrator and City Treasurer.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Plans, directs, and administers the City's economic and development initiatives including business development, recruitment, and retention. Researches, recommends, and implements various economic development programs and services. Evaluates past programs, analyzes economic data, and prioritizes new demands.
2. Serves as liaison and advisor to the City Administrator, City Council, Planning Commission, Downtown Development Authority (DDA), and other authorities on land-use issues, and public and private development activities. Attends meetings and coordinates efforts to promote commercial and downtown development.
3. Serves as the Executive Director to the Downtown Development Authority (DDA). Prepares DDA meeting agendas, provides public hearing notices, and administers DDA budget, and carries out all administrative duties of the DDA.
4. Administers a variety of special events and activities, and elicits volunteer involvement and community participation. Coordinates logistics with other departments, and encourages a cooperative climate between business and industry interests, local public officials, and the community in general.
5. Researches and secures grants and other funding opportunities for community and economic development initiatives. Prepares and submits applications and administers grant funded projects. Works with appropriate public agencies at the local and state level to obtain funding for critical elements of the funding project.
6. Participates in the development and update of the City's Master Plan and Capital Improvement Plan that reflects the collective vision of the community. Conducts research, and identifies development trends, and makes related recommendations.
7. Serves as the Main Street Coordinator. Conducts Main Street committee meetings,

- prepares meeting agenda, and follows up on committee initiatives such as historic preservation and downtown design and promotion projects. Attends quarterly main street training programs to provide updated reports to maintain and upgrade the City's Mainstreet status.
8. Serves as the local Redevelopment Ready Community (RRC) Coordinator. Follows up on RRC initiatives and projects. Provide updated quarterly status reports to maintain and advance the City's RRC status.
 9. Maintains all necessary records in accordance with administrative rules, contract language, and legal requirements, including State and Federal legislation and local ordinances and regulations, particularly relative to the DDA District. Compiles operational statistics and completes a variety of reports required by the City, State and other funding agencies.
 10. Serves as liaison and advisor to various committees, boards, and other groups including the Southeast Oakland County Resource Recovery Authority (SOCRRA) and (Southeast Oakland County Water Authority (SOCWA).
 11. Meets with community groups, specialists, contractors, and other stakeholders regarding group projects and initiatives. Attends meetings, provides technical guidance, and conducts research activities as requested. Works independently, with other departments, and with boards and committees on special projects as assigned. Coordinates processes, provides research and administrative support, and otherwise facilitates the successful completion of City projects. Coordinates endeavors with City staff and contractors as needed.
 12. Participates in the hiring and supervision of department employees. Assigns work, supervises personnel and contractors, provides training, evaluates performance, and takes disciplinary action according to established procedures.
 13. Serves as a back-up to other City functions as operational needs demand, such as recreation and Farmer's Market activities, and other functions as assigned.
 14. Prepares various marketing and communication materials for the City. Develops press releases, writes speeches, and prepares presentations. Coordinates, designs, and edits the "Your Town" newsletter, website, social media, and other community publications.
 15. Administers and participates in a variety of special events and activities, and elicits volunteer involvement and community participation. Coordinates logistics with other departments, and encourages a cooperative climate between business and industry interests, local public officials, and the community in general.
 16. Process and issue annual business license permits.
 17. Serves as a key liaison to the public, responding to routine and complex inquiries and assisting the public with a broad range of issues.
 18. May serve as the City Administrator in the absence of the City Administrator and City Treasurer.
 19. Keeps abreast of new administrative techniques and current issues through continued education and professional growth. Attends conferences, workshops and seminars.
 20. Performs other related work as required.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- A bachelor's degree or equivalent in community or economic planning, public administration, or related field is required. A master's degree is preferred.
- Three or more years of progressively responsible experience in community and/or economic development or related field. Previous experience in a municipal setting strongly preferred.
- State of Michigan Vehicle Operator's License, a satisfactory driving records, and the ability to maintain one throughout employment.
- Substantial knowledge of the laws, ordinances, related legislation, and professional principles and procedures pertaining to community and economic development.
- Thorough knowledge and understanding of applicable state and local land use ordinances and regulations.
- Thorough knowledge of the principles and practices of building construction, plan review, and conducting site inspections.
- Thorough knowledge of City services, organizational structure, and general municipal operations to effectively direct and assist the public.
- Skill in compiling and evaluating complex information and formulating effective policy and service recommendations.
- Skill in the use of office equipment and technology, including computers, specialized financial systems, and other related software, and the ability to master new technologies.
- Ability to maintain accurate records and prepare comprehensive reports.
- Ability to communicate effectively and present ideas and concepts orally and in writing, and make public presentations.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, City officials, professional contacts, community leaders, the media, and the public.
- Ability to critically assess situations, problem-solve, exercise a high degree of diplomacy, and work effectively under stress, within deadlines and changes in work priorities.
- Ability to attend meetings outside of normal business hours and travel to other locations.

Physical Requirements and Work Environment:

The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

An employee in this position regularly works in an office setting with a controlled climate where they sit and work on a computer for extended periods of time, communicate by telephone, email or in person, and move around the office or travel to other locations. The noise level in the work environment is usually quiet.

While performing the duties of this job, the employee is regularly required to travel to various locations within the City and work outside the office at field sites to inspect various properties and other works in progress. This may require the employee to traverse uneven ground, stand, walk, stoop, kneel, crouch, or crawl, and encounter fumes, dust, chemicals or other hazardous materials and equipment. The employee is occasionally exposed to adverse weather conditions, loud noises, or moving mechanical parts. The noise level in the work environment is usually quiet, and may be loud in field situations.

The City of Lathrup Village provides is an equal opportunity employer to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, sex (including pregnancy), sexual orientation, national origin, age, disability, genetic information, marital status, height or weight, or any other characteristic protected by federal, state or local laws. We provide reasonable accommodation for qualified individuals with a disability if requested.

Selection Guidelines

- Formal Application (cover letters and resumes may be included with the application)
- Rating of Education and Experience
- Oral Interview
- Reference Check
- Job Related Tests May Be Required

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The position description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer, as the needs of the employer and requirements of the job change.

The Manager of Community and Economic Development is an employee of the City of Lathrup Village, appointed by the City Administrator. The appointee is responsible to the City Administrator. The person holding the position is also subject to the rules, policies, and contracts with the City of Lathrup Village that effect all administrative employees.