

TOWN OF EAST HADDAM
ECONOMIC DEVELOPMENT ADMINISTRATOR

Part-time Employee

Position Purpose:

The overall objective of this position is to serve as a liaison between established and new business interests and the various East Haddam Commissions to encourage and facilitate a positive business environment, increased economic vitality and yield a positive impact to the Grand List. This position shall assist in supporting the Town's economic development program and redevelopment activities, including efforts focused on the retention and expansion of existing business and efforts to bring in specific targeted businesses. Responsibilities include strategizing, marketing, planning and managing special economic development projects consistent with the vision outlined in East Haddam's Plan of Conservation and Development.

Supervision:

Supervision Scope: Serves as East Haddam business liaison requiring knowledge and expertise in local laws, zoning regulations and permit processes, outside agencies and state regulations, or ability to acquire such knowledge for the Town of East Haddam in a reasonable amount of time.

Supervision Received: Works under the functional direction of the First Selectman and under policy direction of the Economic Development Commissions/Chairman; follows established policies, state statutes and town regulations where appropriate.

Supervision Given: None

Job Environment:

Part-time Town employee approximately 15 hours per week. No benefit package will be offered as part of the compensation. Incumbent will be provided office space in the Municipal Office Complex. This job will require meetings outside the office and in office hours.

Requires the operation of an automobile, light truck, telephones, computers, copiers, facsimile machines, and other standard office equipment. Occasionally drives to new developments or town projects and exposed to hazardous and noisy conditions associated with construction sites.

Makes frequent contact with other municipal departments, business owners, potential new businesses and developers and occasional contact with regional, state and federal agencies. Communication is frequently in person, by telephone, fax, e-mail and letters; contacts require a high level of patience and resourcefulness to explain procedures to others.

Maintains accurate time sheets to show the EDC on a monthly basis the amount of time spent on projects and services to business owners so the commission can track where time and resources are being invested by the community.

Essential Functions:

(The essential functions or duties listed below 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.)

Business Liaison: Serves as a primary point of contact for existing business owners, as well as those looking to expand, develop, relocate, or retain a business in East Haddam. Represents the economic interests of the Town as business plans move from concept to submittal and through the approval process within the Town departments and Boards/Commissions and other regional or state agencies as required.

- Establishes and maintains communication and cooperative working relationship between the Town and the business owners.
- Coordinates informal meetings between Town Commissions and business owners to prepare a preliminary review sheet with clear and accurate information regarding the processes and timing for obtaining necessary permits and meeting the requirements of the appropriate Commissions and regional or state agencies. Tracks and troubleshoots the approval process.
- Reports to EDC and business owners on the status of Commission meetings or public hearings to confirm accurate dissemination of information and expectations. Attends and/or coordinates EDC representation at Board/Commission meetings or Public Hearings/Town Meetings as needed.
- Acts in the interest of East Haddam businesses as a whole, communicating with regional and state agencies on issues such as, bridge and road closures, Health District processes, and proposed legislation. Informs businesses of possible impacts.
- Outlines the EDC and other resources available for marketing and other business needs.
- Works with local property owners who have environmental limitations to their properties that continue to hold back new uses in existing commercial inventory.
- Promotes business development and supports existing businesses by connecting business owners to financing options (i.e. grants and loans) that are available throughout the Connecticut Department of Economic and Community Development and other sources.

Other Functions:

- Coordinates with Town staff to develop and execute marketing and business development efforts.

- Plans and works with the Economic Development Commission to enhance responsible growth and low risk development consistent with our Plan of Conservation and Development.
- Pursues opportunities to fill existing vacant commercial space throughout the Town.
- Communicates with grant writers to prepare and submit grant funding for new programs and projects which will enhance economic growth in East Haddam.
- Facilitates communication between Town government and eligible local businesses to help notify them of opportunities to bid on available Town government and school contracts.
- Promotes business use of the East Haddam Tax Incentive program.
- Works with the Town of Haddam EDC to promote tourism.
- Develops partnerships within the community to develop and promote tourism opportunities.
- Identifies opportunities for joint ventures and assists with appropriate negotiations.
- Develops, participates in and supports regional, local and state economic development initiatives and professional associations.
- Performs related work as required and attends all Economic Development Commission meetings. Provides a written monthly report of work and at least yearly update to the public regarding the work of the Economic Development Administrator.

Minimum Required Qualifications:

Education, Training and Experience:

The qualifications required would generally be acquired with a Bachelor's Degree in business, public administration or a closely related field or an equivalent combination of education, work experience and training that provides the knowledge, skills and abilities to perform this work.

Several years of demonstrable experience in planning and implementing programs and strategies in public and private venues that resulted in successful conclusions.

Prior corporate sales and marketing experience a plus.

Special Requirements: None

Knowledge, Ability and Skill:

Knowledge: Comprehensive knowledge of principles and practices of economic development; thorough knowledge and proficiency in diplomacy and general public relations; knowledge of

and expertise in local laws, zoning regulations and permit processes including outside agencies and state regulations, or ability to acquire such knowledge for the town of East Haddam in a reasonable amount of time; knowledge of and respect for East Haddam Plan of Conservation and Development and willingness to work within pre-established guidelines.

Ability: Ability to locate funding opportunities; ability to manage multiple priorities; ability to prepare written and graphic materials; ability to compose clear and concise reports; ability to prepare and make presentations; ability to communicate effectively, orally and in writing, with citizens, professional peers, town staff and elected officials; ability to manage, facilitate and be proactive in a team setting, without direct supervision; ability to negotiate sensitive issues and resolve problems in a professional manner while always maintaining the best interests of the Town.

Skill: Excellent verbal and written communication skills; aptitude for working with people and maintaining effective working relationships with various groups; proficient skills in the use of office computers and with software such as Microsoft Office including Outlook, Word, Excel and Laserfiche scanning programs; skill in using the above mentioned office equipment; skills associated with handling numerous projects at one time.

Physical and Mental Requirements:

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions			X	
Work in high, precarious places		X		
Work with toxic or caustic chemicals	X			
Work with fumes or airborne particles	X			
Non weather related –extreme heat/cold	X			
Work near moving mechanical parts		X		
Risk of electrical shock		X		
Vibration	X			

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing			X	
Walking			X	
Sitting			X	
Talking & Hearing			X	
Using hands/fingers to handle/feel			X	
Climbing or balancing		X		
Stooping, kneeling, crouching, crawling		X		
Reaching with hands and arms		X		
Tasting or smelling	X			
Bending, pulling, pushing		X		
Other-Describe _____				
Other-Describe _____				

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)	X			
Moderate noise (computer, light traffic)			X	
Loud Noise (heavy equipment/traffic)		X		
Very Loud (jack hammer work)	X			

Vision requirements

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three dimensional vision, ability to judge distances and spatial relationships)
- No special vision requirements

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)