**TOWN OF SEYMOUR**

JOB DESCRIPTION

*Economic Development*

## *Economic Development Director*

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## GENERAL STATEMENT OF DUTIES:

The Economic Development Director performs responsible administrative work in planning, directing and coordinating economic development programs within the Town. Work involves encouraging the expansion of existing industries and the establishment of new industries in the Town. Employee is also responsible for promoting attributes of the area, and preparing reports and presentations concerning economic development activities.

## ESSENTIAL DUTIES & RESPONSIBILITIES:

* Assist with growth and development of commercial and retail tax base through implementation of an aggressive economic development program.
* Work in conjunction with the Town of Seymour Board of Selectmen to develop, promote & create new tax incentive plans and revise older plans for businesses in Seymour or seeking to relocate to Seymour.
* Provide a detailed monthly summary of commercial, retail or industrial contacts or inquiries made each month.
* Development of a business retention and expansion program including site visits, marketing, and business advocacy and recruitment program including target industry analysis, marketing, site selection, and resources.
* Markets and assists in sale of town owned properties. Assists with the marketing and sales of privately owned properties, rentals and leases.
* Assists in maintenance of the EDC website with additional web-pages for the on-line promotion of the Town of Seymour.
* Maintain and implement Master Economic Development Plan (MEDP).
* Develop and maintain a current inventory of industrial and commercial sites, vacant parcels, buildings and other facilities available for business development.
* Research grant opportunities and work in conjunction with Town of Seymour Grants Writer/Coordinator.
* Attend EDC meetings and as necessary other board/commission meetings (Board of Selectmen, Planning and Zoning, Inland Wetlands, Conservation Commission).
* Maintain good relationships with public and government officials, business leaders, developers, local and regional organizations, and the general public.
* Evaluate Eminent Domain opportunities within the Town of Seymour limits.
* Work in conjunction with the Economic Development Commission and Boards of Selectmen, Finance, Planning and Zoning, Zoning Board of Appeals, Inland/Wetlands, First Selectmen’s office, Public Schools, Valley Council of Governments, Connecticut Economic Resource Center, CT Main Street, CT Conference of Municipalities, Valley Chamber of Commerce and Assist Commercial and Industrial Developers throughout the Town of Seymour Approval Process.
* Media contact for Seymour economic development activities.
* Attends conferences, seminars, workshops, classes, lectures, etc., as appropriate, to enhance and maintain knowledge of trends and developments in the field of economic development; attends professional, civic, and social gatherings, as appropriate, to represent and promote interests of the Town and to collect information pertinent to advancement of interests of the Town.
* Principal economic development advisor to Board of Selectmen and land use boards/commissions.
* In addition to the essential duties and responsibilities, the employee will be required to perform any other duties assigned by his or her supervisor.

## SUPERVISION RECEIVED:

* Works in conjunction with Economic Development Commission, but does not report to them.
* Works under the general supervision of the First Selectman

## SUPERVISION EXERCISED:

* Currently none.

**QUALIFICATIONS:**

## KNOWLEDGE, SKILL, AND ABILITIES:

* Thorough knowledge of the principles and practices of local planning and development; planning, zoning, design and subdivision law, theory and applications; local government structure and operation, including budgetary procedures.
* Considerable knowledge of research methodology and statistics, modern management practices; financial management, banking and real estate practices.
* Skill in the translation of technical data, financial documents and accounting records into an easily understood format.
* Skill in public relations; making presentations, writing reports and other communication practices.
* Skill in general office management and practices, interpersonal communication,

employee supervision, motivation, and the ability to direct the work of others.

* Ability to establish and maintain effective working relationships with citizens, business owners, developers, financiers and other government agencies.

## EXPERIENCE AND TRAINING:

* Graduation from college with a Bachelor’s Degree in business, urban planning, public administration or closely related field and five (5) years of progressively responsible experience performing above or related duties, to include two (2) years in a supervisory capacity, or an equivalent combination of education and/or experience.
* Minimum five (5) years’ experience in real estate preferable.
* Must have a valid Driver's License.

**REVIEW PROCESS:**

* The First Selectman will conduct a bi-annual employee performance review each January & July. During that time, essential duties & responsibilities will be reviewed directly with the First Selectman.
	+ A formal, written report on the employee’s performance will be completed by the First Selectman. The employee must sign off on the report (to show receipt of a copy, not agreement with the evaluation) and a copy will be placed in the employee’s personnel file.