CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: **Community & Economic Development Manager** **E-PLAN SG:E2-15**

DEPARTMENT: **Planning and Community Development** **CS:N FLSA:N EEO4CODE:OA**

JOB SUMMARY:

Responsible for the Community Development Division's budget and work program including comprehensive coordination, planning, project development and implementation for the Waterfront Redevelopment project and other major urban redevelopment initiatives in response to adopted City Council plans, goals and programs. Advocates for community and economic development in line with the Comprehensive Plan, the Consolidated Plan, zoning ordinances, and goals as established by the City. Provides project management and technical assistance to selected complex City, non-profit and for-profit sponsored projects and programs that support City community and/or economic development objectives.

SUPERVISORY RELATIONSHIP:

Reports to the Director of Planning and Community Development. Works independently under general guidance to ensure coordination of objectives and priorities of the Mayor and Council. Has secondary responsibility to the Bellingham Whatcom Public Facilities Board. Oversees, reviews and coordinates the work of consultants. Supervises Community Development Division staff. Works under applicable Federal, State, and City regulations, policies, and procedures.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Negotiates with industry representatives to encourage retention, expansion or location of business in the City. Promotes new business and industrial development through personal contacts with community leaders, management officials of existing business and industry, and local, state, federal and tribal agencies. Acts as liaison to the Whatcom Associate Development Organization and assists with business recruitment, retention, and expansion programs as needed.

2. Develops, implements and evaluates strategic plans to retain, expand and attract new business and development. Evaluates assigned programs and functions through appropriate periodic review of the accomplishment of goals and objectives, data analysis, and reporting.

3. Directs strategic planning and coordinates all facets of planning and implementation of complex multi-project urban redevelopment programs including the Waterfront District. Develops and implements programs and projects including those within urban redevelopment programs, business and development programs, affordable housing, homelessness and childcare, public-private partnerships and other special projects.

4. Oversees and directs the preparation of the five-year Consolidated Plan and Annual Action Plans, establishing a work program with allocation of resources received through federal Department of Housing and Urban Development (HUD) entitlement grants to the City.

5. Plans, organizes, coordinates, assigns and evaluates the work of Division staff. Provides technical assistance, guidance and training as needed. Effectively recommends employees for hire, establishes performance standards, conducts performance appraisals and recommends disciplinary action as necessary.

6. Directs and oversees budget for HUD programs, Bellingham Housing Levy, Lodging Taxes and Arts; presents plans and budgets to the public and City Council.

7. Represents the City's interests in significant multi-party redevelopment and economic development activities.

8. Solicits statements of qualifications and proposals on complex projects, coordinates selection, prepares contracts and provides oversight of professional consultants.

9. Prepares and presents a variety of reports, recommendations, contracts, and memoranda.

10. Establishes and maintains close cooperation with appropriate public and private organizations, departments, agencies, and individuals involved with redevelopment activities and economic development programs and maximizes constructive community involvement in planning and implementing economic and redevelopment activities.

11. Responds to inquiries and provides information and technical assistance regarding City redevelopment and economic development policies, project activities, and other related matters; attends meetings; serves on committees as assigned and participates in discussions regarding City operations and redevelopment and economic development; provides liaison to potential investors, developers, local businesses, and the public.

12. Provides oversight and management to various Boards and Commissions as assigned by the Mayor.

13. Manages the financial resources within departmental and City financial systems, policies and procedures.

ADDITIONAL WORK PERFORMED:

1. Performs other related work of a similar nature and level.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:

- Broad knowledge in economic development and business finance.
- Working knowledge of real estate development.
- Knowledge of public and private development financing sources.
- Working knowledge of effective project management techniques.
- State and federal regulations, current local zoning and land use laws and regulations, basic building codes, construction methods and practices.

Skill in:

- Excellent oral and written communications and interpersonal skills, for working with diverse public officials, business and community groups and citizens.
- Strong skills in planning and organizing, problem solving and decision making, interpersonal sensitivity, adaptability/flexibility, and time management.
- Management skills including leadership, management control, problem analysis, and decision making, adaptability/flexibility, stress tolerance and time management.
- Public presentation skills including the ability to present technical information in an

understandable manner to citizens, non-technical professionals, officials and deliberative boards, commissions and legislative bodies.

Ability to:

- Conduct self at all times in an ethical, professional and respectful manner.
- Read, interpret and prepare complicated legal and financial documents to a high standard of accuracy and completeness.
- Understand and analyze business financial data and the ability to apply these analytical skills, including financial analysis, to complicated economic development projects involving large amounts of money.
- Develop and maintain a working knowledge of department operations and procedures as well as pertinent federal, state, and local regulations and an awareness of the work of the department and City.
- Handle several tasks simultaneously, work independently and to meet deadlines in an environment of frequent interruptions.
- Demonstrated ability to utilize standard computer programs for word processing, spreadsheets, financial analyses, project scheduling and to learn new applications.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform the essential functions of the job, including:
  - Frequently operate a computer and other office machinery such as a keyboard, mouse, phone, and fax machine;
  - Frequently communicate accurate information and ideas with others;
  - Frequently remain stationary for long periods of time;
  - Occasionally move between work sites.

WORKING ENVIRONMENT:

Work is primarily performed in an office environment with the majority of time at a computer workstation. Attends day and evening meetings with the public and/or project developers or program clients at various locations in city up to several times a month. Requires overnight travel to attend meetings and training sessions, generally in-state, several times per year. This is a sedentary position with minimal physical exertion requirements.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Bachelor's Degree in business, finance, public administration, environmental, planning, or related field. AND, three years' experience involving business, real estate development, finance, and/or project management; AND two years of hands on project management preferably in redevelopment, construction or related area required.

- **OR**

- Bachelor's Degree in related field; AND, five years direct experience and demonstrated knowledge and ability in public administration, grant writing, project and program development and management, financing programs, and construction management; AND two years of hands-on project management experience preferably in redevelopment, construction or related area required.
- Master's degree preferred;
- Professional certification in at least one of the following preferred:
- Accounting: (examples: Certified Public Accountant [CPA], Certified Management Accountant [CMA]).
- Economic development finance: (example: Certified Economic Development Finance

Professional [CEDFP]).

- Real estate: (examples: Certified Commercial Investment Manager [CCIM], Member of Appraisal Institute [MAI], Certified Business Appraiser [CBA], Certified Property Manager [CPM]).

NECESSARY SPECIAL REQUIREMENTS:

- Valid Washington State driver's license and good driving record. Candidates must submit a three-year driving abstract prior to hire.
- Willingness and ability to frequently attend and participate in evening meetings.
- Employment contingent upon passing a criminal background check.

PREPARED BY: J. Thomas
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