



<b>Job Title:</b>	Community Development Director
<b>Classification:</b>	Exempt- non classified
<b>Schedule:</b>	Full Time
<b>Salary/Hourly:</b>	Salary
<b>Dept:</b>	Administration
<b>Reports to:</b>	Mayor

## Summary:

The Community Development Director directs, and coordinates the City's economic development activities, which includes developing and implementing economic development plans, programs and services. This position manages business attraction, retention and development; monitors current business activity and trends; coordinates economic development activities with other city departments and the community; and conducts studies, surveys and other research on related development matters.

## Essential Duties and Responsibilities include the following:

- Have a vision for the future of Norwood that will embrace creativity, innovation and technology.
- Manages business attraction, retention and development; monitors current business activity and trends.
- Serve as Norwood's liaison with outside groups and agencies such as the Norwood Chamber of Commerce, First Suburbs Consortium, Regional Economic Development Initiative (REDI Cincinnati), and Hamilton County Development Corporation (HCDC).
- Provide site selection and technical development support to developers, commercial real estate brokers, site selection firms, and regional and statewide economic development agencies. Network to maximize opportunities.
- Possess a strong understanding and proficiency of economic development tools such as Joint Economic Development Districts (JEDDS), Tax Increment Financing (TIFS), Enterprise Zones, Community Reinvestment Areas, and Property Assessed Clean Energy (PACE) programs.
- Prepare and administer the annual budget as directed for all the City's economic development activities.
- Have the knowledge and experience to negotiate and manage the sale and purchase of property on behalf of the City.
- Coordinate and work with other Departments on various County, State and Federal grant programs administered through the Economic/Community Development organizations as well as other providers.



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**Competency:** To perform the job successfully, an individual should demonstrate the following competencies:

- Have work experience in economic development, finance, or commercial real estate, or any equivalent combination of education and experience providing the required knowledge, skills, and abilities.
- Have knowledge of regional business, regulatory, and land use issues of the Greater Cincinnati Commercial Real Estate Market.
- Possess the ability to perform complex research and prepare concise, complete, and well-organized reports.
- Create an atmosphere of inclusion within the workplace and establish and monitor clear strategies for the implementation of definable goals and objectives.
- Visible and accessible. Maintain and cultivate productive relationships with the business community and other area governments and agencies.

**Qualification:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education/ Experience:** College degree in a related field (Public administration, Business administration, Economics etc.) plus five years' experience; a master's degree is preferred

**Computer Skills:** Must be computer literate including Microsoft Word, Excel, Powerpoint

**Supervisory Responsibilities:** Has supervisory responsibilities

**Physical Demands:** The physical demands described here, including regular and predictable on-site job attendance, are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The associate must regularly lift up to 10 pounds. While performing the duties of this job, the associate is regularly required to stand; walk; sit; use hands to finger, handle, or feel and talk, see and hear.

**NOTE:** The duties and responsibilities listed above are representative of the duties of the position and do not include all the task that the incumbent may be required to perform. The incumbent must be able to perform all the essential duties of this job with or without reasonable accommodation.