



-Position Posting-

Director of Economic Development
City of Meriden Connecticut

The City of Meriden, Connecticut, population 60,838 is seeking candidates for a Director of Economic Development.

The City of Meriden has an immediate opening for the position of "Director of Economic Development". This is a senior level leadership position within the City of Meriden reporting to the City Manager.

Salary range: \$105,000 – \$115,000

If you are interested in this excellent career opportunity, please submit your application and resume to the City of Meriden, Human Resource Department, 142 East Main Street, Meriden CT 06450 or online at:

<https://tinyurl.com/meridencareers>

Applications and resumes must be received or post-marked by Friday March 29, 2019.

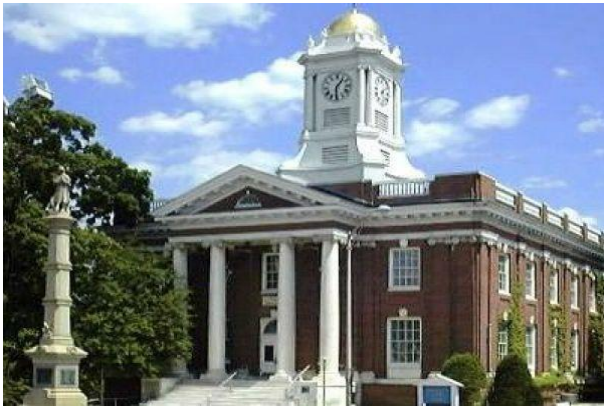
For additional information or if you are interested in learning more about the City of Meriden please visit our website at: <https://www.meridenct.gov/>

The City of Meriden shall not discriminate on the basis of race, color, creed, age, sex, national origin, physical disability or sexual orientation. The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation on the application or testing process, please contact the Human Resources Department.

EEO/M/F/QID

-Community Background-

The City of Meriden is a thriving, diverse, full service mid-size city located in central Connecticut, within minutes of New Haven and Hartford, the state capital. Meriden is a community of 60,838 residents knit together by award winning schools, spirited civic, service and cultural groups, and activities. Our City includes 24 square miles with well-preserved geological features, over 3,000 acres of municipally owned park space and 74 different recreational areas. We are located at the "Crossroads of Connecticut" and conveniently located just two hours from New York City and Boston. Meriden has its own Water & Sewer Facilities, Meriden Markham Airport, a centrally located Public Library, two high schools, Hunter Memorial Golf Club (ranked in the top ten of public golf courses in CT), and a wonderful linear trail system. The City of Meriden operates under City Manager/City Council form of government with a popularly elected Mayor, elected Board of Education and 25 appointed boards and commissions.



City Hall, Meriden CT



Castle Craig, Meriden CT



Director of Economic Development

Non-Union/Exempt

General Statement of Duties:

General responsibilities include coordination and implementation of projects and programs to support commercial, office and industrial development; business attraction; business retention; small business development initiatives; development of public facilities and infrastructure to promote economic development. Work with potential developers, employers, brokers, realtors, government agencies and the general public to attract, retain and expand business. Coordinates the above duties as appropriate with the City Manager, Mayor and City Council, Economic Development Housing Zoning Committee, Meriden Economic Development Corporation (MEDCO), Greater Meriden Midstate Chamber of Commerce, CT State Department of Economic Development, and Land Use Boards, Community, and Commissions.

Supervision Received:

Works under the direct supervision of the City Manager.

Supervision Exercised:

Direct supervision over department staff as required.

General Duties:

Assumes management responsibilities for all services and activities of economic development including attracting increased capital investments and expanding and diversifying employment opportunities; establishes and maintains a private/public partnership for positive long-term economic change.

Identifies workforce skill needs of the business community and coordinates action with educational and training institutions to develop and provide the appropriate training and educational programs.

Maintain an organized office resource center for files, records, and promotional data.

Preparation and maintenance of information on utilities, taxes, zoning, transportation, community services, financing tools, and incentives, in order to respond to requests for information for economic development purposes, and the coordination with other departments and agencies as needed.

Oversees staff scheduling to insure maximum office coverage and accessibility to the public

Demonstrate contacts in key areas and is familiar with or has knowledge of which companies are expanding and potentially moving in the next five to ten years.

Coordinate and implement a marketing plan and a Strategic Action Plan for short and long- range development in cooperation with the City Manager, Planning Director, Economic Development Housing Zoning Committee, and Greater Meriden Midstate Chamber of Commerce.

Draft informational sheets, one-pagers, booklets, reports, and press releases relating to opportunities and ongoing development programs, to include various associated web sites.

Maintain positive and proactive contact with state and federal agencies regarding economic development, land use planning and funding. Assist City Manager and businesses with state and federal resources for funding.

Represent the City at regional programs on tourism, the arts, economic development, urban planning, and more.

Develop and present monthly written status reports for the City Manager, Mayor and City Council and the Economic Development Housing Zoning Committee demonstrating business generation and retention.

Proactively research and secure major grants, investments, and external funds.

Prepare the economic development departmental budget.

Mandatory attendance at City Council, board or commission association meetings as required.

Promote business through development of an effective media and advertising campaign.

In concert with the City Manager and the Planning Director, regularly review policies for granting tax incentives.

Review and discuss with the Planning Director, the adequacy of available land with respect to long-range City plans for smart growth.

Promote upscale shopping, restaurants, and a wide range of housing choices as appropriate.

Promote a favorable regulatory climate for business, thru regular interaction with municipal department heads.

Responsible for making policy recommendations and technical advisory services to the Council and Mayor as well as various commissions, boards, and agencies with regards to long-term strategies to attract new business, retain key partners, and spur growth across our community.

Ability to network with communities, economic development professionals and a wide variety of other organizations (well beyond the scope of the local community).

Ability to work effectively with community leaders, diverse community groups and all levels of government federal and state.

Other related duties as assigned or required.

Knowledge, Skills and Ability:

Thorough knowledge of municipal development, urban planning, building codes, transportation-oriented development, adaptive reuse, brownfield revitalization, "Complete Streets," and how to transform public spaces to enhance quality of life and increase economic development.

Demonstrated knowledge of marketing and sales for economic development.

Demonstrated effectiveness as an inspirational community representative with strong written and verbal communication skills.

Use sound judgment, design technically complex visual aids such as maps, tables and charts; prepare clear and concise reports. Some pressure in making independent decisions.

Ability to initiate and defend actions before the City Manager and City Council and various Committees.

Demonstrated experience in grant writing applications and governmental budgeting preparation.

Ability to interface with the public, clients, and other employees in a courteous manner.

Ability to utilize Windows based programs, email, Internet access, database and spreadsheet entry and reports. Ability to learn new programs as needed.

Demonstrated initiative and ability to work independently; with a superior sense of urgency.

Must be able to drive, maintain a valid driver's license, utilize air flight, train or bus travel as needed.

Education, Training and Experience:

Master's Degree or Bachelor's Degree in Business/Public Administration, Economics, Marketing, Finance, Urban Planning, Commercial Real Estate, or a closely related field from an accredited college or university required. Minimum 5 years' experience in Economic Development required.

Master's Degree preferred.

CEcD preferred.

AICP preferred.

A municipal or related environment background preferred.

Must be willing to submit to a background check including fingerprinting and credit check.

(This description lists only those job duties necessary for salary evaluation and does not include each and every job requirement.)

The City of Meriden is an Equal Opportunity Employer