

## **CITY OF MERIDEN, CONNECTICUT**

### **Director of Economic Development** **Salary range is \$85,000 – \$110,000**

The City of Meriden, Connecticut, population (60,838) is seeking candidates for a Director of Economic Development. The Mission of the Economic Development Department is to work in partnership with residents, City Departments and all sectors to build, sustain and manage a high quality of life in the City of Meriden. The Department of Economic Development provides policy research and analysis, planning, technical and administrative support, and project management to boards, commissions, and City departments. The Director of Economic Development performs professional and managerial work, supervises and participates in the activities of the Economic Development Department in preparing studies and recommendations for the physical development of the City.

The City of Meriden is a thriving, diverse, full service small 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. The Economic Development Director reports directly to the City Manager.

The City of Meriden seeks an experienced director with a 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. A municipal or related environment background preferred. Must have excellent public relations and public speaking skills.

Must be willing to submit to a background check including fingerprinting and credit check. Applications and resumes must be received or post-marked **by Friday, November 24, 2017.**

Complete job description is available upon request. 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 e-mail your application and resume to [humanresources@meridenct.gov](mailto:humanresources@meridenct.gov). **Last day to apply is Friday, November 24, 2017.**  
E.O.E.

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.

## CITY OF MERIDEN

### JOB DESCRIPTION

Economic Development Director

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 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:

- Coordinates day-to-day operations related to Economic Development Department activities, including but not limited to business recruitment, retention and expansion, tourism, etc.
- Maintain an organized office resource center for files, records, and promotional data.
- Maintain current inventory of available sites, building space, lease/rental properties.
- Maintain current statistics, demographics, maps and charts. Assist in site analysis by preparing information packets; research properties and business and participate with facilitation of prospect tours.
- Oversees Staff scheduling to insure maximum office coverage and accessibility to the public
- Demonstrate persistent contacts to leads, notifications and prospects to facilitate assistance with existing and potential business and industry.

- 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.
- Develop promotional materials for business prospects and for the City's Economic Development web site.
- 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.
- Participate in economic development association and activities within CT.
- 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.
- Provide weekly verbal updates to City Manager on business outreach activities, new opportunities and concerns.
- Plan, develop and apply for grants as appropriate.
- 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.
- Monitor and present progress, as appropriate, on specific projects to assure project viability and to insure key stakeholders are informed.
- Promote a favorable regulatory climate for business, thru regular interaction with municipal department heads.
- Provide input relevant to City spending for ancillary services important in maintaining a thriving business climate and positive quality of life for the City's citizens.

- Other related duties as assigned or required.

#### Knowledge, Skills and Ability:

- Demonstrated knowledge of the principles and practices of business, economic development, and land use laws, codes and regulations.
- Demonstrated knowledge of marketing and sales for economic development
- Excellent interpersonal, speaking, and presentation skills.
- Ability to understand, utilize, and present financial feasibility reports, interpret pro forma analyses, current economic trends and forecasting and real estate finance.
- Demonstrated experience in grant writing applications and governmental budgeting preparation.
- Effective organizational, interpersonal, written and oral skills.
- Ability to interface with the public, clients, and other employees in a courteous manner.
- Ability to utilize Windows run programs, email, Internet access, database and spreadsheet entry and reports. Ability to learn new programs as needed.
- Ability to walk or stand for long periods of time and work in inclement weather.
- Must be able to work independently with minimal supervision.
- 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
- A municipal or related environment background preferred.
- Must have excellent public relations and public speaking skills.
- 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.