

Development Director-1813

DEFINITION OF WORK

Under general supervision, works closely with the City Manager Office in recommending and implementing Board policies and programs. Responsible for coordinating city development programs, overseeing city operations and service delivery with emphasis on productivity, customer service and economic growth, does related work as required.

EXAMPLES OF WORK

Department head reporting directly to the Deputy City Manager with oversight responsibilities of multiple programs; responsible for decision making related to economic development projects; budgetary oversight of the city's economic development programs; managerial responsibilities related to operations of the department; city liaison for various community development projects including Goler-Depot revitalization project and the Liberty Street Corridor revitalization project; develops and maintains programs for the economic development retention, expansion, recruitment efforts of quality business to the inner-city areas; oversees the implementation of programs and plans related to the economic revitalization of the city's blighted areas; actively identifies and recruits quality businesses for relocation or expansion using a variety of programs and techniques; makes public presentations and prepares administrative reports; oversees the city's Brownfields demonstration programs and prepares administrative reports, as required; provides small business assistance and referral for start-up businesses; provides staff and technical support to several city boards and commissions including the M/WBE Citizens' Advisory Committee, the Winston-Salem Sister City International Board, and the Small Business Loan Committee, and performs other various as required.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of education and experience equivalent to a bachelor's degree, and preferably a master's degree, in business or public administration, economics, urban planning or related field supplemented by considerable experience in business administrative duties including some experience directly related to economic development or business management plus two years at a supervisory level. CEcD certification a plus.

Knowledge, Skills and Abilities: Thorough knowledge of all phases of the economic development process and the socio-economic characteristics of Winston-Salem/Forsyth County; considerable knowledge of the legal and regulatory requirements of the local, state and federal jurisdictions; ability to plan, perform, and complete several time sensitive projects simultaneously; ability to make accurate decisions; ability to research and present complex information orally or in formal written reports; ability to deal tactfully and effectively in high level negotiations.