



**GARDINER CITY COUNCIL
AGENDA ITEM INFORMATION SHEET**



Meeting Date	06/19/2019	Department	City Council
Agenda Item	4.9 Council to Review Economic Development Director Job Description and Duties		
Est. Cost	n/a		

Background Information

As the city is moving through the interview process and hiring of a new Economic Development Director, the City Council is being asked to review the current job description. This is an opportunity to adjust those duties as necessary and make any other recommendations or changes as appropriate.

The current job description is attached.

Requested Action	n/a
City Manager and/or Finance Review	n/a
Council Vote/ Action Taken	
Departmental Follow-Up	

City Clerk Use Only	1 st Reading _____	Advertised _____	EFFECTIVE DATE _____
	2 nd Reading _____	Advertised _____ w/in 15 Days	
	Final to Dept _____	Updated Book _____	Online _____

Planning and Economic Development Director Job Description

Summary:

The Planning and Economic Development Director is responsible for the strategic direction and vision of Economic and Community Development, City Infrastructure Planning, and Comprehensive Plan Administration and Implementation within the City of Gardiner. The Director shall also direct and supervise the departmental staff members and support other departments as necessary. The Director will be responsible for business attraction, retention, expansion, and manage development tools such as CEA's and TIF's.

Duties:

Administrative

Exempt/Department Head position that will supervise Code Enforcement/Assistant Planner, and Planning Dept. Admin Assistant

Economic Development/Planning

Manage Libby Hill Lot Sales (w/Broker)

Manage TIF Districts/CEA requests

Make recommendations/plans, disposal of City-Owned Property

Staff Economic Development Committee

Respond to Business requests for information, Real Estate inquiries, and media requests/releases

Business Attraction/Retention

- Libby Hill and City-Wide Marketing
- Business Visitation Program
- Line of Credit Program

Coordinate efforts with Gardiner Main Street and Existing businesses to support their operations and expansions, along with Regional, and State Economic Development.

Develop and provide pertinent data and marketing information on site and land availability, utilities, financial support, labor force supply, market information, and rental space.

With Code Enforcement Officer, assist businesses in navigating code review.

Staff the Planning/Analysis/Development and Housing Committee.

Education and Experience:

High school diploma required, with a Bachelor's Degree in Economic Development, Public Administration, Public relations, or other educational background applicable

Five years of experience in Economic Development or any equivalent combination of experience and education

Experience working with volunteers, private sector, and governmental organizations

Miscellaneous:

Some work outside of normal business hours is required

Some overnight travel may occur

The City Manager is the direct supervisor of the position