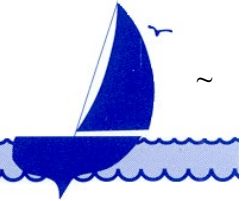




City of Des Moines, Washington

JOB DESCRIPTION



CHIEF ECONOMIC DEVELOPMENT OFFICER

Limited-Term, Full-time

Salary Grade: DOQ
FLSA Status: Exempt

Union Status: Non-represented
EEO Category: Officials & Administrators

Nature of Work

Under the direction of the Interim City Manager, the Interim Chief Economic Development Officer will plan, direct, manage, and oversee the activities and operations that are broad in scope and involve highly sensitive and publicly visible operations, projects, and processes that require a high degree of policy, program, and administrative discretion, and high ethical standards. Provides advice and strategic input to the Interim City Manager as requested.. This position collaborates with a broad range of officials, both internal and external to the organization, business leaders, development professionals, and the general public to achieve the City's goals and objectives. This position will be responsible for the initial coordination of the Marina Redevelopment project, which may include developing and reviewing various aspects of any required marina redevelopment agreements, ensuring the project scope remains consistent. This position also has responsibilities in developing state and federal legislative priorities as directed by the Interim City Manager, building relationships with member government, local, state, and federal representatives, and interagency coordination. The incumbent is expected to perform duties with considerable independence, wide latitude, judgment, and discretion. This position will also participate in the 2024 update to the Economic Element of the City's Comprehensive Plan.

Essential Functions

- Monitors, provides updates and prepares reports as directed by the Interim City Manager on the usage of bonds as it relates to an applicable project: Phase I dock replacement, Marina Steps, Redondo Fishing Pier, and Bathroom Paid Parking Equipment at Redondo along with the Marina and the Flag Triangle.
- Coordinate various departmental efforts on the development of the Marina Steps; review economic development options stemming from the future presence of the steps; identify potential funding resources from external public agencies and private sector investors.
- As directed by the Interim City Manager, engage with the development or review of any required Marina Redevelopment agreements.
- Collaborate with Harbormaster and Public Works Director to ensure integration of waterside and landside activities.
- Pursue and engage potential partners, investors, builders, and developers; identify new development opportunities for maximum economic vitality and value.
- Provide recommendations to land uses to encourage/maximize private investment in the City; participate in the update of the economic element of the City Comprehensive Plan.
- Encourage and explore opportunities for sustainable development, environmental protection, and reduction of climate change impacts.
- Participate in developing state and federal legislative priorities; pursue opportunities to enhance interagency coordination.

- Serves as a liaison for economic development with other City departments, divisions, and outside agencies, as assigned.
- Engage in succession planning, which includes a dynamic vision for the City and the City Manager job description.
- Provides strategic advice/input to the Interim City Manager as requested. Establishes and maintains cooperative, effective working relationships with co-workers, other City employees, other government agencies, elected and appointed officials, and the general public using principles of good customer service.
- Reports for scheduled work with regular, reliable, and punctual attendance.
- Performs other duties as assigned by the Interim City Manager.
- Performs other duties as assigned, including but not limited to being assigned to work in other functional areas to cover absences or relief, equalize peak work periods, or balance the workload.

Necessary Knowledge, Skills, and Abilities

Knowledge of:

- Principles, practices, strategies, and analysis related to economic and business development.
- Pertinent federal, state, and local laws, codes, and regulations.
- Public administration and local government management.
- Best practices in creating business attraction, retention, expansion, and/or workforce development projects.
- Principles and methods of process improvement, planning, and performance measurement.

Skill in and ability to:

- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Interpret and apply applicable federal, state, and local policies, laws, and regulations.
- Represent the City and its interests to local, state, and federal governments and private sector businesses.
- Participate in the development of policy guidelines and/or decisions.
- Operate office equipment, including computers, word processing, spreadsheets, and other assigned applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted during work.

Education and Experience Requirements

- Bachelor's Degree in Economics, Economic Development, Urban Planning, Public Administration, Marketing, Business Administration, or a related field, *AND*;
- Six (6) years of increasingly responsible experience in economic development, business recruitment/ development, or workforce development that includes senior-level responsibility for assigned programs and projects.
- Any equivalent combination of experience and/or education from which comparable knowledge, skills, and abilities have been achieved.

- Master's Degree preferred in a course of study directly related to the core functions of the position.

Special Requirements

- Possession of and the ability to maintain throughout employment a valid Washington State Driver's License with a good driving record.
- Successful completion of a pre-employment background and criminal history check.
- Because of the known effects of tobacco use, the City of Des Moines does not hire applicants who use tobacco products.

Working Conditions and Physical Abilities

- Work is primarily performed in an office setting. Attendance at night meetings may be required on occasion. Hand-eye coordination and fine- manipulation skills are necessary to operate computers and various office machinery. The position also requires the ability to speak and hear to exchange information, the ability to sit for extended periods, and the ability to bend and stretch to retrieve and maintain files and records. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

Equal Opportunity Employer

- The City of Des Moines is committed to hiring a diverse workforce, and all qualified applicants, including all ethnic backgrounds and persons with disabilities, are encouraged to apply. The City is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, marital status, sexual orientation, veteran status, disability status, or any other basis prohibited by federal, state, or local law.
- In accordance with the Americans with Disabilities Act, an employer is obligated to make a reasonable accommodation only to the known limitations of an otherwise qualified individual with a disability. In general, it is the responsibility of the applicant or employee with a disability to inform the employer that an accommodation is needed to participate in the application process, to perform essential job functions, or to receive equal benefits and privileges of employment.

General Information

- The statements contained herein reflect general details as necessary to describe the principal functions for this job classification, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.
- The physical abilities described above are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The provisions of this job description do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.
- Established 2023.