

City of Lowell
Job Description
Please Post: July 2, 2014
Deadline: July 16, 2014
Department of Planning & Development
Director of Economic Development
Grant Funded

Job Title: Director of Economic Development (2700-42, 2043)
Department: Division of Planning and Development (DPD)
Reports To: Assistant City Manager; Director of Planning & Development; Deputy Director, Div. of Planning & Development
Work Site: JFK Civic Center, 50 Arcand Dr., Lowell, MA 01852
Union: AFSCME 2532
Salary: \$78,811.20(min) to \$84,150.56(max) annually - (CDBG Funded)

SUMMARY

Prepare and implement overall economic development strategy and agenda for the City in cooperation with other staff. Utilize contemporary and innovative economic development tools to conduct business retention and recruitment efforts that promote economic diversification and job growth.

Meet and work with businesses to assess needs, explain City services, underwrite loans and tax increment financing agreements and provide technical assistance. Manage and monitor CDBG-funded economic development activities and the State Economic Development Incentive Program (EDIP). Act as liaison with the Lowell Development and Financial Corporation (LDFC) to place and manage Urban Development Action Grant (UDAG) repayments and Section 108 loan portfolios.

Manage all local, state and federally funded economic development planning activities and programs. Work with professionals, inside and outside the DPD, on economic development activities and projects. Supervise Economic Development Officer, Economic Development Assistant, Downtown Coordinator, Urban Renewal Project Manager, and Graphic Designer to implement the City's economic development objectives.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Represents the City at meeting with other local and regional economic development and related organizations working on joint activities including, but not limited to site development, and local and regional marketing.

Provide staff support for the Lowell Industrial Development Finance Agency.

Plans, procures and manages consultants performing economic development planning and

programs.

Administers the City's economic development planning activities including market planning, economic base analyses, feasibility studies, and other research which suggests strategies for economic development programs. Works with consultants on the design and development of marketing materials, explaining the City's resources. Plans and manages new and ongoing marketing initiatives.

Oversees central business district revitalization efforts, including procuring and managing consultants, managing downtown reuse programs, business retention and recruitment efforts.

Manages Section 108 and Small Business Loan programs and services respective portfolios for compliance with HUD regulations. Oversees the Lowell Development and Financial Corporation's review, approval, underwriting, closing and portfolio maintenance. Review loan applications, prepare environmental review documentation, perform written analyses, recommend technical assistance as necessary, manage files as well as monitor loans, and monitor clients' job creation and/or retention performance.

Coordinate economic development and neighborhood redevelopment projects including but not limited to the Acre, Jackson/Appleton/Middlesex (JAM) area, Brownfields Program, mill reuse, and gateway enhancement.

Directs Commonwealth of Massachusetts, Economic Development Incentive Program (EDIP) on behalf of the City.

Manages the process for designations of eligible Economic Opportunity Areas (EOA) and Commonwealth-City-business tax reduction agreements promoting business expansion and job growth. Works with eligible projects, develops applications, and oversees implementation of incentives.

Prepare applications to State and Federal agencies for program or project funding. Manages program progress.

Develop and implement economic development programs appropriate for operations within the DPD. This includes, but is not limited to, preparing program proposals consistent with the Consolidated Plan process, creating program guidelines and operations, and designing marketing materials and applications.

Acts as City's "Single Point of Contact" officer, streamlining permitting processes for businesses and performs business ombudsman functions as well.

Responds to requests from businesses for information on City processes, eligibility for programs, cost and availability of services. Develop appropriate materials and publications to assist this process.

Meets with businesses to assess needs and discuss how the City can assist in their development

or stability. Manages City's Brownfields redevelopment efforts to maximize reuse of industrial space.

Oversees Lowell Site Finder service.

Monitors economic development revenue activity and accounts, participate in monthly reviews and annual budget process. Develops and maintains program reporting and record keeping functions. Assures that records are complete and accurate.

Participates in management meetings, recommendations and operations within the Division.

SUPERVISORY RESPONSIBILITIES

Oversees economic development staff and consultants including, but not limited to, Economic Development Officer, Economic Development Assistant, Downtown Coordinator, Urban Renewal Project Manager and Graphic Designer. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing and training employee(s); planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. May supervise economic development consultants.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Proven understanding of economic development strategies, planning and research, business lending and loan underwriting, marketing and technical assistance. Good oral and written communication skills.

Master's Degree (M.A.) or equivalent; or equivalent combination of education and experience. Degree must be in Business, Economics, Community Development or related area. Experience must include substantial experience with finance, management of publicly-funded programs, some experience at local level and at least three (3) years in management of programs and personnel.

Proficient in use of computer programs for word processing (preferably Microsoft Word), data base management (Microsoft Access) and spread sheets (Microsoft Excel).

LANGUAGE SKILLS

Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to apply advanced mathematical concepts such as discounted cash flows, net present value and yield calculations. Ability to apply common mathematical operations to such tasks as review of economic indicators, financial statement analysis, review of business operating budgets and comparative analyses of industries, real estate and business.

REASONING ABILITY

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.,) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid driver's license required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions and risk of electrical shock (electrical outlets). The noise level in the work environment is usually moderate.

The City of Lowell is a smoke and drug free employer and requires a physical with drug screen and CORI, post offer.

Qualified individuals send resume with cover letter to the Human Relations Office, Mary Callery, HR Manager, Room 19 - City Hall, Lowell, MA 01852 by 4:00 PM: Deadline ~ July 16, 2014. Applicants may also send resume with cover letter to fax 978-446-7102 or email to cityjobs@lowellma.gov

EOE/AA/504 Employer