

CITY OF SPOKANE VALLEY POSITION DESCRIPTION

Class Title: Community and Economic Development Director
Department: Community & Economic Development
Division: N/A
Date: January 1, 2025

Job Code Number: 328
Grade Number: 21
FLSA Status: Exempt
Location: City Hall

GENERAL PURPOSE

Performs complex managerial, administrative, and supervisory work in planning, organizing, directing, and supervising economic development, permitting, planning, and building division functions of the City. Coordinates assigned department activities with other department and outside agencies and provides highly responsible and complex administrative support to the City Manager.

SUPERVISION RECEIVED

Works under the general guidance and direction of the City Manager.

SUPERVISION EXERCISED

Exercises direct supervision over professional, technical, and administrative staff as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assume full management responsibility for all department services and activities including economic development, permitting, planning, and building division functions; recommend and administer policies and procedures.
- Oversee and participate in the development and administration of the department budget; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
- Provide direct supervision for all Division Managers on routine day-to-day operations of Community and Economic Development divisions.
- Manage the development and implementation of departmental goals, objectives, policies and priorities for each assigned service area.
- Establish, within City policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.

- Plan, direct and coordinate, through subordinate level staff, the Community and Economic Development Department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key staff to identify and resolve problems.
- Assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
- Responsible for the quality of products and services of assigned areas of responsibility. Determines work procedures, prepares work schedules, and expedites workflow. Issues written and oral instructions. Assigns duties and examines subordinate work for exactness, neatness, and conformance to goals, policies and procedures.
- Represent the Community and Economic Development Department in the preparation of reports and make presentations at public hearings; attends and presents at City Council meetings.
- Plan, organize, and direct all economic development activities of the City including business attraction and retention.
- Manage the development and implementation of marketing activities to support strategic initiatives for business development and tourism.
- Oversee the development and implementation of urban growth to meet the City's needs and any inter-governmental agreements or requirements.
- Maintains regular contact with outside entities, City, County, State and Federal agencies, professional and technical groups and the general public regarding division activities and services.
- Studies and standardizes procedures to improve efficiency of subordinates. Maintains harmony among workers and resolves grievances.
- Supports other staff in the overall success of City goals and initiatives. Actively develops effective working relationships with both administrative and program officials to ensure cooperation and efficient operation of city government.
- Coordinate analysis and identify opportunities for the development of public facilities and infrastructure to support economic development.
- Oversee the administration of the City's Geographic Information Systems (GIS) including identifying resources and establishing project objectives, timelines and milestones and developing standards for GIS deployment and use.
- Conducts and oversees special studies and reports on a variety of subjects and activities as basis for recommendations to City Council, City Manager, or Deputy City Manager.

PERIPHERAL DUTIES

- Monitors inter-governmental actions affecting projects or goals.
- Attends professional development workshops, trade shows and conferences to keep abreast of trends and developments in the field of Economic Development.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- Graduation from an accredited four-year college or university with a degree in urban planning, economic development, urban policy, public administration or a closely related field (Master's degree preferred); and
- Ten (10) years' experience in planning, economic development, or related field
- Any equivalent combination of education and experience, additional education substituting on a year for year basis for the required experience.

Necessary Knowledge, Skills and Abilities:

- Thorough knowledge of zoning laws, comprehensive and economic plans including their formation, process of adoption, and enforcement; extensive knowledge of planning programs and processes; working knowledge of personal computers and GIS applications; and knowledge of HUD Community Development Block Grant and other urban development programs;
- Principles and practices of program development and administration.
- Ability to communicate effectively, orally and in writing, with employees, consultants, other governmental agency representatives, City officials and the general public; ability to conduct necessary engineering research and compile comprehensive reports.
- A key value of the City is customer service. This position requires considerable knowledge, ability and skill in the principles and practices of excellent customer service as practiced in both the private and public sectors. It requires the ability to effectively meet and deal with the public; the ability to handle stressful situations; the ability to greet and respond to customers in a friendly, pleasant and professional manner using appropriate inflection, grammar and syntax; the ability to establish and maintain effective working relationships with employees, supervisors, and the general public; the ability to maintain a professional, courteous, and pleasant demeanor in difficult and stressful situations; and the ability to diplomatically deal with difficult people. A willingness to expend extra effort to help the public find answers or information relative to their inquiry or complaint is expected.

SPECIAL REQUIREMENTS

Valid State Driver's License, or ability to obtain one. Professional certification in economic development, real estate, planning or other related profession is highly desirable but not required.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, database and geographical information systems software; motor vehicle; phone; mobile radio.

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.
- Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments, construction sites, and ground-breaking ceremonies or similar community events. Hand-eye coordination is necessary to operate drafting instruments, computers and various pieces of office equipment.
- While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; talk or hear; and smell.
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the 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 accommodation may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually quiet to moderate.

SELECTION GUIDELINES

- Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.
- The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.
- The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____

Human Resources Director

Effective Date: January 1, 2025

Approval: _____

City Manager

Revision History: January 1, 2025 Established