



MIAMI TOWNSHIP

Montgomery County, 2700 Lyons Road, Miamisburg, OH 45342

JOB DESCRIPTION

Position:	Full-time Community Economic Development Specialist, Community Development Department
Status:	Regular, Full-time, Exempt
Hours/Week:	40 hours per week, generally 8 AM to 4:30 PM (some night and weekend hours may be required as situations warrant)
Salary:	\$62,985.00 to \$72,025 annually
Benefits:	Yes
How to apply:	Resumes are not accepted in lieu of completed application materials.

POSITION SUMMARY

Responsible for promoting and pursuing a variety of economic development opportunities and programs for Miami Township. The position helps create and implement an economic development strategy to attract and retain businesses and improve the overall quality of life of Miami Township. Provides analysis for proposed projects and development initiatives. Assists in researching, writing, and implementing grants related to community and economic development. Communicates directly with area businesses and economic development organizations to further the township's economic development goals and the goals of the Miami Township Comprehensive Plan. Position serves under the general supervision of the Community Development Director but involves a high degree of independent thought and initiative.

JOB DUTIES AND RESPONSIBILITIES

The following list of job duties is intended to provide a general overview of typical duties, as well as the complexity of the work to be performed by this position. It is not intended to be an exhaustive list of duties, responsibilities or specific tasks and other duties are typically assigned.

- Provides leadership, recommendations, and direction to elected officials and staff regarding economic development needs of Miami Township.
- Produces marketing materials in coordination with the Communications Coordinator for the Township to support the attraction and retention of employers, residents, and visitors to the community in alignment with the Township's strategic direction and brand identity.

- Responsible for retention and/or expansion of existing businesses within the Township; includes coordinating business retention visits to develop an understanding of the local economic climate and acts as a liaison with issues that may arise.
- Develops and implements short- and long-range economic development plans; gathers, interprets, and prepares data for studies, reports, and recommendations; coordinates activities with other departments and agencies as needed.
- Prepares and maintains information on utilities, taxes, zoning, transportation, community services, available development sites, financing tools, etc.; responds to requests for information for economic development purposes; prepares data sheets and other information. Responds to local citizens inquiring about local economic development activities and opportunities.
- Works closely with the Finance Department to monitor and report on factors related to the Tax Increment Financing (TIF) districts within Miami Township.
- Monitors local, state, and federal legislation and regulations relating to economic development and reports findings, trends, and recommendations to supervisor.
- Research and report on trends involving general economic development, housing, employment figures, educational status and other relevant factors related to the promotion of economic development measures within the community.
- Oversees production of informational publications intended for internal and external audiences. Included but not limited to website, social media, newsletter, and various print publications.
- Updates and maintains relevant databases of available properties through the Miami Township website and other national, state, and regional databases.
- Represents the Township and/or department on various boards and committee meetings. Serves as staff liaison to local chambers of commerce as assigned.
- Participates in professional and intergovernmental organizations that promote economic development. Represents the Township at local, regional, and national meetings and conventions as need and budget allows.
- Promotes and educates businesses with respect to funding options offered.
- Serves as Enterprise Zone Manager as assigned.
- Prepares applications, researches, writes, and monitors implementation and budgets of grants related to community and economic development including but not limited to CDBG, the Montgomery County ED/GE program, and federal and state transportation grants.
- Keeps Township Board of Trustees and Township Administrator up to date on current economic development activities and presents information to the public and outside organizations as warranted or assigned.

- Serves as acting head of the Community Development Department in Director's absence by participating in planning and supervising the activities of the Community Development Department in the Directors absence;
- Participate in staff meetings and other departmental functions to coordinate activities and ensure the smooth, efficient, and effective operation of the department.
- Assist in sharing departmental duties, as warranted and under the direction of the Director, in the absence of other staff members for an extended period of time, which may include supporting staff for the Zoning Commission and Board of Zoning Appeals;
- Support the relationship between the Township and the public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and Township staff;
- Maintain confidentiality of work-related issues and Township information;
- Maintain public records pursuant to the Public Records Policy of Miami Township;
- Assist the support staff in maintaining appropriate records and files and assuming clerical duties as necessary to meet obligations.
- Participate in annual budgeting and report preparation.
- Travel, which may include driving to and from public events, conferences, training seminars, meetings, and other similar functions and may also include travel on aircraft or other means of transportation;
- Performs other duties as assigned.

ESSENTIAL FUNCTIONS OF POSITION

The following list of essential functions for this position includes activities that must be performed efficiently, effectively and safely in the execution of daily-required tasks.

- Physically negotiate different types of terrain with proper mobility to control body direction (walk over curbs and obstacles, on gravel, over unimproved paths and roadways, on flat surfaces, tile, carpet).
- Exert force to elevate objects of varying weight and size (lifting equipment and tools).
- Extend arms in a wide range of movements (reach files, documents, publications, equipment handles).
- Safely maneuver both up and down a ten-foot (10') ladder.
- Dexterity to work with computers and other related equipment. Lift, position, and move – up to fifty (50) pounds without assistance, and fifty-one (51) pounds or greater with assistance. Work effectively with others both internal and external to the position, including public relations and negotiating skills.
- Manipulate hands, fingers, and wrists or ability to duplicate the following activities (grasping, holding heavy weights, keyboarding, pushing buttons, and repetitive movements) by other means.
- Possess physical coordination and strength to remove signs, both in ground and posted, using appropriate tools such as a crowbar and a hammer.
- Visual acuity to distinguish from short and long distances and define, recognize, evaluate and differentiate objects (seeing written information, review plans, messages, signs, warnings safety hazards).
- Auditory acuity to hear, differentiate and evaluate varying sounds (pager, radio, or communication equipment, safety warnings) from close and fair distances;

- May have to work and operate in extreme temperatures and temperature changes (heat, humidity, below freezing, wind chill).

REQUIRED KNOWLEDGE, SKILLS, & ABILITIES

- Maintain a valid Ohio Driver's License and maintain a driving record acceptable to the Township's insurance carrier during the course of employment
- Pass pre-employment drug/alcohol screen
- Participate in random drug/alcohol screens and for cause screens during the course of employment
- Pass a criminal background check
- Fluent in the English language
- Understand basic residential and commercial/industrial construction practices, including the ability to read and understand construction drawings and site plans.
- Possess strong organizational skills
- Possess a high degree of public relations skills
- Communicate effectively in verbal and written form
- Deal effectively with difficult and hostile people
- Demonstrate advanced knowledge of and ability to utilize GIS software and other office software effectively and efficiently
- Independent and self-driven
- Skill in typing, ability to read, spell, proofread
- Skill in the use of personal computers and office equipment
- Ability to compile information to prepare complex report documents
- Ability to file alphabetically, numerically, and chronologically
- Ability to maintain records
- Organize
- Use the telephone system, mobile devices, and other equipment as assigned
- Ability to schedule and coordinate meetings and conferences
- Ability to interpret written material and communicate verbally
- Ability to verify data
- Ability to learn the policies and procedures of and the services provide by the department to which assigned
- Ability to exercise mature judgment and to make independent decisions in accordance with established policies and procedures
- Ability to establish and maintain effective working relationships with other employees and the general public
- Accuracy
- Tact
- Good judgment

MINIMUM EDUCATION AND EXPERIENCE

- Bachelor's Degree in Economic Development, Planning, Public Administration, Marketing or similar formal discipline, or the equivalent combination of experience and training of a four (4) year degree from an accredited college or university plus a minimum of two (2) years of full-time experience; or any equivalent combination of experience and training that provides the required knowledge, skills and abilities.
- Certified Economic Developer (CecD), OhioCED, and/or AICP certification preferred.
- Valid Ohio Driver's License

- Must be able to pass background check and drug screening

SUPPLEMENTAL INFORMATION

Employees are subject to a six-month probationary period and then to an additional six-month conditional status pursuant to the Employee Manual of Miami Township. Performance evaluations will then occur on an annual basis following successful completion of probationary and conditional status.

This position is currently scheduled to work as outlined above. Schedules may change or be temporarily adjusted as the needs of the organization or personnel change.

INTENT AND FUNCTION OF JOB DESCRIPTIONS/CLASS SPECIFICATIONS

Job Descriptions or Class Specifications (Job Descriptions) assist Miami Township in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well-constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standard requirements to successfully perform the position's responsibilities and requirements. In no instance should the duties, responsibilities, and requirements delineated be interpreted as all-inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

Job descriptions are not intended to create employment contracts. The organization maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by law.