

CLYDESCOPE

ECONOMIC DEVELOPMENT CORPORATION

222 N. Main St. ♦ Clyde, OH 43410

Economic Development Director Job Description

General Description

Performs complex consultative and technical work in the planning, development and implementation of the City of Clyde's community development and economic development programs. Manages development and implementation of a community economic development plan. Performs complex analysis of data to guide planning efforts. Works with considerable latitude for the use of initiative and independent judgment.

Work Performed

Plans strategies to attract new businesses and encourages the expansion and retention of existing business to promote a stronger economic base. Identifies and targets businesses and industries to the City. Promotes the City of Clyde as a viable option for location of business/industry by contacting national and international businesses. Represents regional area at meetings, presentations, trade shows and through development of proposals and promotional materials. Works with City officials and management to ensure support and coordinate economic development activities. Coordinates City economic development activities with the Sandusky County EDC, Chamber of Commerce, Convention and Visitors Bureau, other city departments, other governmental agencies, private enterprise, civic groups and the general public. May coordinate activities with other local agencies addressing workforce and training issues. Supervises, directs, and evaluates department staff; develops policies and procedures; and evaluates program effectiveness. Ensures and encourages compliance with city adopted safety policies and procedures. Prepares and administers department budget. Performs related duties as needed or assigned.

Partial Listing of Minimum Qualifications

Requires possession of a Bachelor's degree, preferably with advanced degree, in Business or Public Administration, Marketing, or substantial closely related Economic Development experience. Experience at a local level is preferred; or any equivalent combination of training and experience which would provide the following knowledge, skills and abilities: Thorough knowledge of effective principles, practices, methods and techniques of city economic development. Thorough knowledge of business concerns, needs, practices and principals of public relations, external community image building, and marketing. Thorough knowledge of the City's long-range plans and needs for improvement of the economic base. Thorough knowledge of private sector financing and incentive strategies. Ability to prepare and present oral and written reports and recommendations following necessary research and investigation. Ability to establish and maintain effective working relationships with City, County and State officials and private sector executives and business representatives. Experience administering a private non-profit organization is desirable. Excellent work history and attendance records.

For additional information, please contact Clydescope EDC Secretary, Katelyn Clapp at (419) 547-1927 or katelyn.clapp@edwardjones.com

