

**CITY OF FAIRVIEW HEIGHTS**

**JOB DESCRIPTION**

**POSITION** **Economic Development Director**

**DEPARTMENT** **Administration**

**STATUS** **Full-Time**

**CLASSIFICATION** **Management/Director**

**REPORTS DIRECTLY TO** **Mayor of Fairview Heights**

**SUMMARY OF POSITION**

This position is responsible for promoting and driving the development of economic, business and community engagement interests for the City. This position will include working with all departments in providing guidance to individuals and companies to establish, relocate, or expand their businesses within the community. The position will include assistance in the strategic planning and coordination of community engagement projects, assisting business and residential applicants with State and Local permitting processes, and providing research for City sponsored projects.

**ESSENTIAL JOB DUTIES** (Essential functions include the following and the Physical Requirements listed below)

- Lead and guide business and residential development initiatives for the city including Prospecting, Negotiation and Execution of developments, incentives and programs
- Administer City grant applications and compliance
- Recommend community development related programs and policy reviews.
- Coordinate implementation of projects with other Department Heads.
- Assist developers/real estate representatives on site plan design and requirements
- Work closely with local business leaders and organizations
- Maintain strong relationships with the General Manager of St. Clair Square and other key businesses and developments
- Attend various ICSC/IEDC regional and national meetings concerning Economic and Community Development
- Liaison with Regional and Local organizations as directed
- Prospect and promote new business development and business retention
- Maintains files of available property for development and provides promotional information for its subsequent development

- Meet regularly with business leaders and managers of existing businesses, developer and real estate companies
- Serves as the Administrator for the Fairview Heights Enterprise Zone
- Act as Ex-Officio Member of the Metro-East Regional Chamber of Commerce and other boards and commissions as assigned to represent the City
- Act as staff to Business Alliance Commission and Development Committee
- Serve as Administrator of Hotel/Motel funds and Business Assistance Program
- Prepare Committee/Council agenda items and make public presentations
- Negotiate and prepare redevelopment agreements, utilizing TIF, Enterprise Zone, and sales tax rebates
- Spearhead the City's marketing efforts
- Initiate a tourism program for the City and spearhead projects that will complement the City's Economic Development efforts, such as business industrial park, streetscapes, mixed use developments, etc.

### **BASIC JOB QUALIFICATIONS**

- B.A. or B.S. in Planning, Business Administration, Political Science, or related field; Master's degree preferred
- 7+ years experience in Economic Development in a municipal setting
- AICP and/or Certified E.D. required, or 10+ years' experience in private sector retail planning and development
- Driving record acceptable to the City

### **KNOWLEDGE, SKILLS, ABILITIES REQUIRED**

- Ability to discuss zoning requirements of specific districts
- Thorough knowledge of Illinois TIFs and Enterprise Zone regulations
- Ability to recruit and work with consultants on individual Economic Development project needs
- Ability to work with financial institutions on prospect funding
- Ability to analyze marketing research
- Ability to travel overnight 10-15 times per year
- Ability to analyze a pro forma
- Ability to communicate and represent the City to the media
- Ability to work closely with City Department Heads, the Mayor and/or his/her designee
- Ability to work with surrounding cities and counties related to promoting regional economic development
- Ability to work with certain county, state, and federal agencies concerning grant applications for Economic Development projects

## **WORKING CONDITIONS**

Most work will be performed in a regular office environment and regular site visits are to be expected.

## **PHYSICAL REQUIREMENTS**

- Ability to lift, squat, bend and gather items weighing up to 15 pounds.
- Manual dexterity sufficient to effectively type and operate office equipment in accordance with job requirements.
- Adequate eyesight to read computer screens and otherwise carry out job duties
- Ability to operate a motor vehicle