

# **Town of Rumford**

## **Economic Development Director**

### **Job Description**

#### **Definition:**

Responsible for the economic development efforts of the Town. Coordinates with Town staff in all areas of economic development relations. Works with community, business and governmental organizations to promote economic development in the Town.

#### **Duties and Responsibilities:**

- Maintains close liaison with existing businesses in the community to support their operations and assist in proposed expansion.
- Develops and provides data and marketing information on site and land availability, utilities, financial support, labor force supply, market information and rental space.
- Works with Local, State and Federal agencies to promote economic development activities in the Town.
- Advises the Town Manager and other Town officials on matters germane to economic development, business attraction, retention and development.
- Manages the Town's marketing plan and materials.
- Prepares and manages the Economic Development portion of the Town's budget.
- Prepares grant proposals and applications, contracts and related documents as required.
- Other duties assigned by the Town Manager.

#### **Qualifications:**

##### **Knowledge:**

- Economic development strategies and their implementation.
- Web based technology, management of web sites and graphic design.
- Familiarity with the use of social media such as Facebook, Twitter and other social networking sites as circumstances warrant.
- Grant processes from application to implementation.
- Proficiency in the use of the technology systems in the office, to include MS Word, Excel, online sources, and other computer systems as required.

**Ability:**

- Direct and perform technical and financial research, analyze and assemble data to make effective oral and written presentations of the results to staff, Town Select Board and various other boards and committees.
- Analyze Town economic development needs.
- Establish and maintain effective working relationships with the private sector, other government agencies, general public, and Town employees.
- Plan and coordinate economic development activities.
- Create and manage budgets. Develop financial reports as required.
- Communicate clearly and concisely, both orally and in writing.
- Develop and maintain relationships with members of the media. Conduct on-camera interviews, write effective press releases and ensure dissemination of messaging across all media platforms.
- Draft and execute plans with limited supervision and input.
- Collaborate with the Town's management team and members of the community.
- Manage meetings and volunteer groups.
- Prioritize projects and manage multiple tasks.

**Education and Experience:**

- Minimum of a high school diploma required, and preferred a Bachelor's degree in, economic development, public or business administration/management, public relations or a related field.
- Five years of experience in economic development or any equivalent combination of experience and education.
- Experience and proficiency in the management of social media.
- Experience working with volunteers and serving on boards or committees.

**License:**

- Possess a valid Maine driver's license.

**Working Conditions:**

- Office environment with direct contact with the public.
- Work outside of normal business hours is required.
- Will require occasional overnight travel.
- Frequently required to sit, walk; use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands and arms. Occasionally required to stand and walk, stoop, kneel, or crouch.
- The employee must occasionally lift and/or move up to 20 pounds.

**Title of Supervisor:**

- The Town Manager is the immediate supervisor of the Economic Development Director.

Reviewed: Date \_\_\_\_\_

Economic Development Director \_\_\_\_\_

Town Manager \_\_\_\_\_