

## **Executive Director Economic and Community Development**

### **Purpose of Job**

The Director is responsible for combining the functions of the current economic development and chamber of commerce operations into a single, powerful, non-profit, professional, pro-business organization working to build a healthy economy and improving the quality of life for the citizens of Millington.

### **Essential Duties and Responsibilities**

**The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; consults with assigned staff, assists with complex/ problem situations, and provides technical expertise.

Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; initiates any actions necessary to correct deviations or violations.

Consults with the Alliance Board to review department operations/activities, review/resolve problems, receive advice/direction, and provide recommendations.

Markets industrial properties; contacts site location agents and developers; prepares responses to inquiries; distributes information packets and brochures to prospects; determines property pricing for industrial prospects; coordinates with State, Greater Memphis, and Millington Chamber of Commerce economic development specialists.

Focus on job creation through company recruitment, retention, expansion, and entrepreneurial development activities.

Seek out and enlist corporate/sustaining level members, while meeting the needs of the members in the business community.

Provide compelling chamber membership programs and services through public advocacy and focused program development.

Ensure the long-term financial sustainability of the organization through multi-year sustaining investment programming, fundraising, and membership recruitment and retention, and attracting public support for the new program initiatives.

Hosts and administers the Millington Industrial Council.

Provides development tax incentives; works with consulting attorneys on tax incentives; evaluates applications for tax deferrals and makes recommendations; makes recommendations on

proposed deferrals to Industrial Development Board; monitors conditions of tax deferral agreements; tracks tax incentive commitments.

Provides for issuance of Industrial Development bonds; evaluates proposals for industrial development bond issues; consults with attorneys concerning terms of proposed bond issues; makes recommendations to Board concerning proposed bond issues; tracks industrial bond commitments.

Oversees land development activities; develops five-year capital improvement program for services such as water, sewer, electric, gas, or public streets; arranges financing for improvements; coordinates and oversees work of contractors and developers.

Negotiates land sales/leases; prepares sales agreements and/or lease agreements; recommends negotiated agreements to Board of Directors for approval; collects lease payments or sales proceeds.

Negotiates land acquisition agreements; negotiates purchase agreements; recommends land purchase agreements to Board of Directors.

Monitors capital investments of Millington Industrial Development Board.

Plans/prepares for Board meetings; attends board meetings or other meetings; makes speeches or presentations.

Prepares and implements department budget.

Prepares or completes various forms, reports, correspondence, lease property records, leases, buyer's agreements, applications, vehicle maintenance schedules, or other documents.

Receives various forms, reports, correspondence, property inventory reports, vehicle inventory reports, financial investment records, property leases, payments, board minutes, demographic books, labor market surveys, legal opinions, zoning ordinances, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Communicates with the Alliance Board to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/directions.

Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops, training sessions, and economic conferences as appropriate.

## **Marginal Job Functions**

Studies demographics and labor market data.

Supervises preparation/production of marketing brochures.

Meets with city officials on planning infrastructure improvements.

Operates a motor vehicle to conduct work activities.

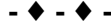
Performs other related duties as required.

## **Knowledge of Job**

Has considerable knowledge of the policies, procedures, and activities of the Industrial Development Department and Chamber of Commerce as they pertain to the performance of duties relating to the position of Executive Director. Has good working knowledge of industrial real estate, property leasing/sales, and private/public finance practices, procedures, and methods as required in the performance of duties. Has the ability to compile, organize, prepare and maintain an assortment of records, reports and information in an effective manner and according to departmental and/or governmental regulations. Has comprehensive knowledge of the terminology used within the department. Has the ability to communicate effectively with Board members and other staff members. Has the ability to use independent judgment in routine and non-routine situations. Has the ability to plan, organize and prioritize daily assignments and work activities. Is able to comprehend and apply regulations and procedures of the department. Is capable of working under a minimum degree of stress related to duties that require constant attention to detail and tight deadlines. Has the mathematical ability to handle required calculations. Has the knowledge and ability to operate various office equipment including a computer, calculator, copier, facsimile machine, and telephone.

## **Minimum Training and Experience Required to Perform Essential Job Functions**

Minimum qualifications for the Executive Director include a bachelor's degree from an accredited college or university, preferably in business administration, economic and community development, or a closely related field; supplemented by three (3) years previous experience and/or training that includes industrial real estate and private/public finance; five (5) years of proven and successful management experience in an economic development field or any combination of experience and training deemed as equivalent. A background in recruiting industry, assisting existing industry, chamber of commerce operations and community development programs. Experience in supervising a professional staff. Experience in developing and administering strategic plans and budgets. Must possess and maintain a valid driver's license.



The Economic and Community Development of Millington is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the ECD may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this Classification Specification by the employee assigned to the position and the immediate supervisor.

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Employee's Signature

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Supervisor's Signature

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Date

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Date