

Mauldin, South Carolina

Position Title: Economic Development Director

GENERAL PURPOSE: The Economic Development Department Director (the “Director”) is responsible for developing and implementing programs, projects, and initiatives that enhance the City of Mauldin’s (the “City”) economic vitality and contribute to the quality of life for those who live and work in the City and those who visit the City.

The Director shall effectuate programs, projects, and initiatives designed to promote economic and community vitality and encourage efforts to expand the City’s local economy. This is to be accomplished by planning, coordinating, managing, directing, and overseeing the activities and operations of the Economic Development Department (the “Department”) to promote and increase economic development and activity in the City.

Furthermore, the Director coordinates assigned activities with the Cultural Center, other City Departments, and outside agencies, as needed, to carry out the City’s economic development programs, projects, and initiatives.

SUPERVISION: The Director works under the direction of the City Administrator, establishing and implementing short and long-range plans and objectives for the Department, and assuming direct accountability for achievement of results. The Director consults with the City Administrator to ensure continued understanding of City Council’s priorities and facilitates collaboration with other City Departments in the achievement of the City Council’s goals.

PRIMARY DUTIES AND RESPONSIBILITIES: The following duties ARE NOT intended to serve as a comprehensive list of all duties performed, only a representative summary of the primary duties and responsibilities. The omission of specific statements of duties does not exclude them from the position if work is similar, related, or a logical assignment to, or extension of, the position.

- Assumes full management responsibility for all Department services and activities, including the development and fulfillment of Department policies, procedures, goals, objectives, and operating budgets.
- Plans, coordinates, and directs the City’s economic development operations to focus on business attraction and retention across residential, industrial, retail, food/beverage, and commercial sectors; industrial redevelopment; and implementation of City’s short and long-term economic development plans including the City’s Downtown Master Plan.
- Prepares and administers the Department’s operating budget and monitors projects for which the Department is responsible.
- Develops Department goals and objectives and implements programs, projects, and initiatives to ensure successful achievement.

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- Serves as the principal advisor to the City Administrator and City Council on economic development issues; develops and directs plans and policies to meet City Council goals and objectives; interprets concerns; defines desired results; develops solutions; and, determines scope and priorities of programs and special projects.
- Act as liaison to the Mauldin Chamber of Commerce, Rotary Club, and other community groups as directed by the City Administrator; ensure effective communication of the City's economic development initiatives with the public; coordinate with citizens' groups, elected officials, advisory boards and commissions, and other City Departments; develop and maintain cooperative professional relationships with local developers, realtors, and contractors.
- Attend and participate in professional group meetings; maintain awareness of new trends and developments in the fields of redevelopment and economic development; incorporate new developments as appropriate.
- Coordinate public information activities on City economic development programs with the City Administrator and other City staff to keep the public informed, including but not limited to news releases, newsletters, and other publications on the City's social media platforms.
- Frequently provide updates on the City economic development projects, the inventory of properties/buildings in the City available for development or redevelopment, and City demographic information for inclusion on the Department's webpage.
- Develop and implement the City's economic development strategic plan, inclusive of City's downtown master plan and the expansion of the City's recreational trail system.
- Review and evaluate the City's current economic development plans, development proposals, and development strategies, and provide recommendations to the City Administrator related thereto.
- In coordination with the City Administrator, negotiate and oversee the development agreements related to economic development activities, which includes project management and administering the related contracts and agreements of any development agreements.
- Participate in and support local, regional, state, and national economic development initiatives and professional associations; establish and maintain effective working relationships with economic development counterparts in the surrounding communities.
- Establish and maintain positive relationships with both current and potential corporate and community partners, and utilizing the Greenville Area Development Corporation, State Department of Commerce, Appalachian Council of Government, Greenville County Redevelopment Authority, U.S. Economic Development Administration, Greenville

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County, and other economic development related entities and its programs as a tool for economic development and grant funding opportunities.

- Coordinate consultants and City staff in securing funding for transportation (e.g., motorized and non-motorized), expansion of recreational trails, and other economic development projects, activities, and initiatives.
- Maintain the absolute confidentiality of all records and information.
- Provide staff assistance to the City Administrator; proactively prepare and present staff reports and other necessary correspondence.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints related to the City's economic development initiatives.
- Perform related duties as required and assigned by the City Administrator.

Job Environment

Position requires independent judgment to locate, select, and apply the most pertinent practice, procedure, regulation, or guidelines to be applied in a given situation. Employee is expected to understand, interpret, and explain to others the regulations and/or guidelines governing the work. The sequence of work and/or the procedures followed vary in each situation.

Errors can result in adverse public relations, personal injury/loss, injury to others, monetary loss, and legal repercussions to the City.

The position has constant contact with the public. Other contacts are with other city departments for the purpose of giving and/or receiving information and assistance. Contacts are often made in writing, in person, or on the telephone. Travel and working some evenings and weekends required. The Director is required to attend City Council meetings and Economic Development Committee meetings.

Minimum Qualifications

Education and Experience: The Director of Economic Development must fulfill the following qualifications or equivalent combination of education, training, and experience which provide the required knowledge, skills, and abilities to perform the duties of the job.

- A Bachelor's degree from an accredited college or university with major course work in public administration, business administration, planning, economics, or a related field.
- Six years of increasingly responsible economic development experience including three years of administrative responsibility. Prefer Economic Development Certification (SCEDS – South Carolina Economic Developers School).

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- Possess a valid South Carolina driver's license.

Knowledge, Skills, and Abilities

Required Knowledge of:

- Economic development and project management principles, methodologies, and functional elements, as well as the competence and experience to apply such principles to develop and implement programs and practices to effectively attract and retain businesses that enhance the community's commercial tax base and provide employment opportunities for Mauldin residents.
- Federal, State and local laws, rules and regulations governing planning, zoning, and economic and community development.
- Budgeting techniques and practices for effective, efficient, and cost-effective management of allocated resources.
- Principles and practices of administrative management including personnel rules, budgeting, procurement, project management, and employee supervision.

Required Skill in:

- Analyzing issues, evaluating alternatives, and making logical recommendations based on findings.
- Assuming management level responsibilities and making appropriate decisions, while assuring compliance with the goals and objectives of City Council.
- Communicating and interacting effectively with public audiences and building collaborative relationships with diverse constituencies.
- Analyzing City economic development needs and prioritizing and promoting programs to meet development strategies, meeting critical time deadlines, and assessing and prioritizing multiple tasks, projects, and demands.
- Using initiative and independent judgment within established procedural guidelines.
- Identifying grant opportunities and submitting competitive grant applications.

Ability in:

- Presenting and defending reports and information in a public speaking setting such as public hearings, neighborhood meetings, City Committee meetings, and City Council meetings.
- Interpreting and applying City standards and policies.

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- Establishing and maintaining cooperative working relationships with City employees, elected officials, and representatives from other local, state, and Federal agencies.

Physical and Mental Requirements

Employee is required to stand, walk, talk, listen, use hands, reach with arms and hands, climb, balance, stoop, kneel, and sit, up to 2/3rd of the time. Employee frequently lifts up to 25lbs., and occasionally lifts more than 25 lbs. Normal vision is required for this position. Equipment operated includes office machines and computers.

This job description does not constitute an offer of employment or an employment agreement between the employer and the employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.