



Town of Johnstown

JOHNSTOWN, COLORADO

JOB DESCRIPTION

JOB TITLE: Economic Development Manager

DEPARTMENT: Administration

CLASSIFICATION: Full-Time

FLSA STATUS Exempt

HIRING RANGE: \$80,000 - \$100,000

JOB SUMMARY:

The Town of Johnstown seeks an experienced professional to be our new Economic Development Manager. This is a management type position with primary responsibility for developing and implementing the Town's economic development program. This key management position is responsible for assisting existing retail, commercial, and industrial businesses as well as attracting new businesses to the Town in an effort to increase primary jobs and provide sound growth of property and retail tax revenues. Providing assistance to new and existing businesses; acting as a liaison with state, regional and local economic development organizations and other jurisdictions; tracking, monitoring, and reporting on the economic development program budget; and developing marketing and advertising materials to promote business in the Town.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The Town of Johnstown retains the right to modify or change the duties or essential functions of the job at any time.

- Develops the goals and objectives of the Town's economic development strategy and program. Broadly categorized includes, and are not limited to, business attraction, retention, and expansion.
- Makes recommendations to the Town Manager on appropriate incentive programs for new and existing businesses in locating, retaining or expanding their operations in Johnstown to maintain and/or increase primary jobs, tax revenues and generate economic development.
- Identifies and solicits prospective developers and users of commercial and industrial space within the Town of Johnstown. Where applicable, investigates and analyzes financing mechanisms for potential development projects.

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- Meet and work with property owners, developers, real estate brokers, and prospective tenants frequently to promote economic development in the Town to locate available sites with appropriate zoning for desirable businesses.
- Collects, develops and maintains demographic and statistical data bases. Manages the development and maintenance of property inventory. Develops and maintains a database of Johnstown businesses for both the Town and potential developers
- Works in concert with Communications Department to prepare economic development marketing programs, materials, and services that enhance the Town's identity (digital and paper formats), all of which are intended to promote the growth and development of industrial, office, and retail enterprises within the Town.
- Represents the Town in meetings with professional organizations, outside agencies, and the general public.
- Maintains contacts with national, regional, and local developers, financial institutions, real estate brokers, and regional and state economic development agencies.
- Establishes goals, objectives, policies, and procedures; provides professional, administrative and technical support related to economic development.
- Proposes presents and justifies programs, budgets, projects, operations, and services. Develops strategies and work plans for successful achievement of program and project goals.
- Assesses economic development needs and strategically plans, as part of the team, for the future of the Town and the community. Reviews, recommends, updates, and implements strategies of the economic development plans to ensure the Town maintains a current strategy to promote economic development.
- Surveys and visits local businesses to welcome new businesses and owners, maintain relationships and communication with existing businesses/owners, identify current and future problems/needs, and offer information and assistance.
- Administers the Town's Economic Development incentives. Develops, reviews, analyzes, and refines economic development incentive agreements.
- Reviews federal law, state and local statutes, ordinances, standards, procedures, and development trends and makes recommendations for changes.
- Monitors departmental operations and customer service to ensure quality control; identifies and resolves deficiencies. Remains current on issues and trends relative to the department and service delivery responsibilities. Prepares and presents periodic and special staff reports on departmental issues and projects. Interacts with other departments and agencies to promote and coordinate activities and conducts evaluations.
- Attends Town Council meetings and work sessions when necessary or required by the Town Manager. Makes presentations and serves as a technical advisor to the Town Manager and Town Council as requested. Represents the Town in meetings with professional organizations, other public agencies, and the public.
- Keeps the Town Manager informed and updated on departmental issues and activities.

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- Develops and implements the department budget. Submits budget recommendations and justifications. Monitors expenditures against approved budget.

PERIPHERAL DUTIES:

Serves as a member of task forces, committees and teams as assigned. As necessary, may represent the Town in the public and to other agencies as assigned. Special projects as assigned. Performs related work as assigned by supervisor.

OTHER DUTIES AND RESPONSIBILITIES:

- Represent the Town in various capacities on panels, committees, task forces and other relevant forums.
- Performs other duties as required and/or assigned by the Town Manager.

EXPERIENCE AND TRAINING:

Minimum Education: Requires a bachelor's degree in Economics, Finance, Marketing, Business, Public Administration, or closely related field;

Job Requirements: Valid Colorado Driver's License.

Special Training or Experience:

- Experience in economic development processes, project oversight, financial analysis related thereto.
- Familiar and previous experience addressing elements of job retention and creation in a community.
- Experience with negotiation of incentives is desired.

Work Experience in Positions Similar or Related to This Job: Minimum three (3) years of demonstrated excellence in the economic development field or a similarly related field. Experience with municipal government and processes is highly desirable.

REPORTING RELATIONSHIPS:

This Position Reports to: Town Manager or Assistant Town Manager

This Position has Supervisory and/or Management Responsibility for: Economic development aspects of the Town and oversight of the associated personnel and policies in the economic development division (currently none).

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to establish and maintain effective working relationships with Town officials, community organizations, the public and other Town employees.
- Ability to exercise judgment and react effectively in public and/or stressful situations.
- Must maintain a cooperative attitude and high degree of flexibility in changing priorities.

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- Ability to handle sensitive situations with confidentiality, tact and diplomacy.
- Excellent oral and written communication skills and the ability to comprehend conceptual ideas or strategies and implement such ideas or strategies.
- The ability to handle multiple tasks, work under deadlines and adhere to deadlines in stressful or difficult situations.
- Extensive knowledge of word processing programs and various software packages related to the preparation of informational materials and modern office practices and procedures.
- Knowledge of and the ability to apply, basic math and accounting skills.
- Ability to effectively interact with a broad range of people to effectively accomplish assigned tasks or projects.
- Ability to follow both verbal and written instructions, and the ability to issue clear concise verbal and/or written instructions to subordinates and other employees and report operations verbally or in written form to superiors.
- Demonstrated personal effectiveness, credibility, thoroughness, flexibility, and collaboration skills in adhering to and advancing the Town's mission, vision, and values.

EQUIPMENT USED:

Personal computer, including Microsoft office suites; network computer system; 10-key calculator; phone; copy machine; fax machine.

ENVIRONMENTAL CONDITIONS:

While performing the duties of this job, the employee is regularly required to talk and hear, and to use hands to finger, handle, touch or feel. The employee is frequently required to stand, walk, sit, and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus. Most work is performed in a typical office setting. The noise level is usually moderate.

The job description does not constitute 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.

PHYSICAL REQUIREMENTS:

- While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk, use hands, fingers, handle, feel or operate objects, and stoop, kneel, crouch, or crawl. The employee is occasionally required to reach with hands and arms.

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- Employee must communicate clearly and effectively; must understand and be understood.
- On rare occasions, the employee may be required to climb and balance. The employee must occasionally carry, pull, push or lift up to 20 pounds.
- Specific vision abilities required by this job include close and distance vision acuity and the ability to adjust his or her focus, allowing a broad field of vision.
- It is essential that the employee be physically able to operate a variety of computer and office equipment successfully in order to fulfill the essential functions of this position.

OTHER REQUIREMENTS:

- Ability to understand verbal information and instruction. Ability to exchange information with others and to develop and present recommendations.
- Ability to read and understand written information. Ability to compose information and instruction in written form.
- Ability to translate verbal communication into effective written material, e.g. reports and other documents.
- Ability to use mathematical reasoning is necessary to carry out the budgeting and regulatory requirements.
- Ability to utilize analytical skills and apply results.
- Ability to use and apply technology.
- Other duties as assigned.

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