

Emerald Coast Regional Council

Job Description

JOB TITLE: Community and Economic Development Manager

FLSA STATUS: Exempt

REPORTS TO: Chief Executive Officer

LOCATION: Destin, FL or Pensacola, FL

ROLE & LEVEL: L4

TRAVEL: 25-50% of the time

WORK OBJECTIVE:

Under the supervision and guidance of the Chief Executive Officer, the Community and Economic Development Manager works as a core team manager and performs professional management and advanced-level planning work for the Emerald Coast Regional Council (ECRC). Position develops solutions to routine and non-routine issues, with guidance from the Chief Executive Officer and exercises significant latitude in determining best approaches to critical assignments. Supervises a team of professional individual contributors and applicable staff; implements strategies with direct impact on departmental / functional results.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude the Chief Executive Officer from assigning duties not listed herein if such functions are a logical assignment to the position.

- Provides overall management to specific programs, organizations, and professional planning projects which may include specialized planning functions such as large-scale new development proposals and environmental studies
- Prepares reports to evaluate activities related to programs; recommends improvements and modifications
- Assists with coordinating budget preparation and administration for department; monitors and controls expenditures; works closely with Chief Executive Officer and core management team to ensure all programs and budgetary functions are performed within established budgetary parameters to ensure sound fiscal control
- Develops plans, studies, and analyses on regional basis related to assigned area of responsibility
- Serves as liaison between community groups, government agencies, developers and elected officials
- Manages all planning functions in assigned area of responsibility to ensure that department schedules, goals, and objectives are met; receives and reviews invoices and prepares monthly progress reports for projects; allocates appropriate resources to personnel to ensure that essential job functions are performed properly, and all regulatory reporting requirements are met
- Collaborates with internal and external personnel to assist in implementing and/or maintaining services and programs; may provide presentations to local government and groups
- Reviews and coordinates the development of plans, documents, and reports created by staff in division

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- Prepares and assists in preparing final grant applications; assists in reporting and financial accounting for grant funded projects
- Prepares a wide variety of written materials (e.g. bid specifications, correspondence, memos, reports, policy/procedures, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information
- Provides suggestions to Chief Executive Officer regarding planning policies; coordinates and provides staff support and technical assistance
- Plans and conducts meetings; attends workshops, conferences, public hearing and events
- Performs various administrative duties such as completion of bi-weekly timesheet(s)
- Advises various councils, boards, commissions and elected officials in planning-related issues
- Supervises and evaluates personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures
- Performs any and all tasks as assigned by the Chief Executive Officer

MINIMUM QUALIFICATIONS:

Bachelor's degree in urban planning or related field; supplemented by eight (8) or more years' planning experience that provides advanced knowledge of a relevant specialization; OR Master's Degree in related field; supplemented by six (6) or more years' planning experience that provides advanced knowledge of a relevant specialization. Experience must include at least three (3) years of supervisory or management experience. An equivalent combination of education, certification, training, and/or experience may be considered. Must pass a pre-employment drug screen and background check.

PREFERRED QUALIFICATIONS:

- Master's Degree in Urban Planning or related field
- Professional Certification in relevant specialization
- Advanced computer skills

KNOWLEDGE, SKILLS, AND ABILITIES:

- Advanced knowledge of urban planning and development and local government policies and procedures
- Advanced knowledge of specialization such as transportation, housing, economic development, etc.
- Advanced knowledge of pertinent federal, state and local laws, codes and regulations including recent changes
- Advanced knowledge of research methods and statistical principles related to urban growth and development
- Skill in the use of Microsoft Office products (Word, Outlook, and Excel)
- Ability to administer policies and procedures for effective fiscal control
- Ability to analyze and define problems, identify alternative solutions, estimate consequences of proposed actions, and implement recommendations in support of goals
- Ability to analyze complex planning and community development issues and problems; evaluate alternative solutions and develop sound conclusions; make recommendations and

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suggest courses of action; and present proposals and recommendations clearly and logically in public meetings

- Ability to exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports
- Ability to clearly communicate and understand information in English, both orally and in writing
- Ability to establish and maintain effective working relationships with those contacted in the course of work
- Ability to develop and interpret budgets, contracts, and fiscal and financial reports
- Ability to effectively present information and technical advice to top management
- Ability to manage multiple priorities to ensure that deadlines are met
- Ability to delegate, manage, and supervise effectively

PHYSICAL REQUIREMENTS:

Tasks involve light physical effort (i.e., some standing and walking, or frequent light lifting of less than 10 pounds) and minimal dexterity in the use of fingers and limbs in the operating of office equipment. This job operates in a professional office environment. Tasks may involve extended periods of time sitting at a workstation and utilizing a keyboard.

ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed in a typical office environment without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

SENSORY REQUIREMENTS:

Tasks require sound and visual perception and discrimination. Tasks require oral communications ability.

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

The ECRC is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the ECRC provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Name (print)

ECRC Representative's Name (print)

Employee Signature

ECRC Representative's Signature

Date

Date