City of Nome Job Description

# Title: Assistant City Manager for Economic Development and Planning

# Department: Administration

# Reports to: City Manager

# Range/Salary: DOQ

Status: **Exempt**

Original Date: 12/15/2021

Revised Date(s): 7/15/2022

# Summary:

Under general supervision of the City manager, provides support to the City Manager in developing economic programs to bolster and expand the economy of the City of Nome. The successful candidate should also have experience in planning to help facilitate development in Nome. This position is hands-on and will interact with the diverse community that makes up the city. This includes working with the local businesses, Chamber of Commerce and Alaskan Native Corporations. The successful candidate must be willing to work as a member of a team assisting the City Manager, Common Council, various boards and commissions and department heads.

# Essential Duties and Responsibilities:

The essential functions of the job are not limited to those listed in the job description.   The City retains the discretion to add to or change the duties of the position at any time.

* Design, implement, and monitor the success of economic development programs such as business attraction, small business assistance, commercial revitalization, business retention and marketing key development sites.
* Serve as a liaison between property owners, businesses, city staff, and others regarding development projects and programs.
* Serve as a liaison for economic development activities with regional agencies and organizations, such as workforce training and State of Alaska industry trade organizations.
* Coordinate information activities on city programs and oversee a centralized public information program including but not limited to news releases, newsletters and other publications on various city programs, to improve communications with the public.
* Explain, justify, and defend department programs, policies, and activities; negotiate and resolve sensitive and controversial issues.
* Participate on a variety of boards, commissions, and committees.
* 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.
* Respond to and resolve difficult and sensitive citizen inquiries and complaints
* Develop a municipal marketing plan to conduct marketing of the City’s economic development program and city services.
* Assist in the preparation and submission of proposals for funding economic development activities.
* Update existing City economic development data, and develop efficient methods of maintaining current, needed data on real estate trends, employment/training efforts and related issues.
* Analyze and interpret market information regarding a variety of complex data, such as sales tax revenues, employment trends, and development trends.
* Prepares written and oral reports to make presentations for committees, Commissions and the City Council.
* Work closely and collaboratively with the Chamber of Commerce on a variety of activities
* Perform additional duties as assigned by the city manager.

# Skills, Abilities, Qualification Requirements:

* Knowledge of regulations and procedures concerning economic development, and statistics and mathematics applicable to economic analysis.
* Knowledge of business attraction and retention programs.
* Knowledge of marketing and promotional practices and strategies, especially related to municipal and community promotions.
* Knowledge of Federal, State and other resources for economic development and business assistance.
* Knowledge of local land use development practices, zoning and policies, including a basic understanding of environmental laws that may impact business development.
* Ability to plan, organize and implement a comprehensive economic development program, including proactive outreach and communication programs which project the image to the community.
* Ability to organize work, set priorities and exercise sound, independent judgment that is consistent with city policy and established guidelines.
* Ability to work effectively with a wide range of people, including but not limited to, business leaders, developers, financial institutions, citizen groups, outside agencies, interdepartmental staff, and brokers.
* Ability to creatively solve problems and to establish and maintain a positive customer service attitude.
* Ability to communicate clearly and concisely, orally and in writing.
* Ability to supervise the work of professional and administrative staff and consultants.
* Skill in public and interpersonal relations in a group setting or in a one-to-one situation.
* Proficient with Microsoft Office Suite or related software.

# Education and/or Experience and/or Certifications/Licenses

* Bachelor’s Degree in Business or associated field and three to five years of experience in business development.
* An equivalent combination of education and experience may be considered in lieu of the specific requirements listed above.
* Valid Alaska Driver’s License with acceptable driving record

# Specific Skills and Abilities to the Job:

* Ability to function with a high degree of independence, perform professionally.

# Physical Demands:

Work is sedentary in nature, requiring occasional light physical exertion. Requires adequate vision, hearing and talking to relate information through traditional media, digital media, and social media, to use a computer, telephone and communicating effectively with others.

# Work Environment:

Essential functions are regularly performed without exposure to adverse environmental conditions. The noise level in the work environment is usually quiet.

The employee is expected to use appropriate protective equipment for the assigned task; and any other equipment as apparent or assigned.

|  |
| --- |
|  **APPROVALS**  |
| Employee |  | Date  |  |
| Department Head  |  | Date  |  |

**Disclaimer**

*The information provided in this description has been designed to indicate the general nature and level of work performed by employees within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.*