

ECONOMIC AND COMMUNITY DEVELOPMENT DIRECTOR

Position Purpose:

The purpose of this position is to perform professional, administrative and technical work in community and economic development for the Town of Ayer, Massachusetts; prepares and implements community and economic development plans, programs and services performs all other related work as required. The Economic and Community Development Director is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Supervision:

Supervision Scope: Performs highly responsible functions of a complex nature, providing professional advice to state and local officials, boards and committees, concerning the development and implementation of the policies, goals, regulations, and statutory requirements related to community and economic development for the town.

Supervision Received: Works under the policy direction of the Board of Selectmen and under the administrative direction of the Town Administrator.

Supervision Given: Supervises full or part time CDBG personnel.

Job Environment:

Work is performed under typical office conditions; work environment has a moderate noise level; infrequent work is conducted in the field with exposure to various weather conditions; frequently travels and attends evening meetings.

Operates automobile, computer, calculator, telephone, and other standard office equipment.

Makes frequent contacts with municipal, regional, state and federal officials, the business community, the media and the general public; works closely with other local and county departments involved in community and economic development activities. Methods of communication are in person, by telephone, and email.

Errors in procedures or the interpretation of state and local legislation, could result in recommendations adversely affecting community development and the local economy as well have legal repercussions.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Provides daily customer service to the current business community of the Town of Ayer including all industrial, commercial and retail businesses. Interfaces directly with the business community as the Town's business liaison. This includes immediate answering of all questions related to business, economic development and financial inquiries.

Responsible for creating and maintaining a commercial real estate database of all industrial and commercial properties available in the Town of Ayer as well as marketing these properties.

Conducts business outreach, informing different facets of the business community about information relative to their particular type of business sector. Activities include communications through mailings, emails or phone calls about local issues, property inventory, marketing activities, pertinent events, state and local loans, grants or incentives.

Considers projects and organizing events and activities that bring public awareness to the different business sectors especially the Ayer Downtown Business District and Ayer Industrial Park. There is concentration on (1) attracting new business; (2) retain existing businesses (3), identify and market the business activity currently available in Ayer, Market, facilitate and administer the Town's Business Loan Program. Provide the professional staff support to the Ayer Industrial Development Finance Authority (IDFA) Once new or existing business owner decides to apply for a loan, organizes and directs the client to provide all necessary documentation, schedule meetings, provides the members with copies of all materials and document their decision.

Administers the Town's Tax Incremental Finance (TIF) Program and provides the professional staff support to the TIF Review Committee.

Serves as Director for all of the Town's Community Development activities. Oversees and administers the Town's CDBG (Community Development Block Grant) Program and one staff person.

Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:

Education, Training and Experience:

Master's degree in business administration, economics, marketing or related field; and three to five years of progressively responsible related experience in a professional capacity in economic development, business banking and business expansion and retention practices; or any equivalent combination of education and experience. Planning and/or Informational Technology credentials a plus.

Special Requirements:

Must possess a valid driver's license

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of local, state and federal loan, grant and incentive programs. Considerable knowledge of business and economic development. Knowledge of the economic, sociological and environmental aspects of development; knowledge of financial system and grants administration.

Ability: Ability to establish and maintain effective working relationships with businesses, officials and the general public. Ability to make formal presentations to government agencies, businesses, regional agencies, municipal boards and Town residents.

Skill: Demonstrated grant writing and administration skills. Strong organizational skills. Self-motivated and the ability to work independently. Skill in computers and appropriate software applications.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to work at a desk; regularly convey information to employees and the public; regularly move about inside the office to access file cabinets and office machinery. The employee must occasionally lift and/or move objects weighing up to 10 pounds, such as supplies, folders, and books. Ability to operate a keyboard and calculator at efficient speed and to view computer screens and spreadsheets for extended periods of time.

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