



CITY OF SANDY JOB DESCRIPTION

POSITION TITLE:	Economic Development Manager
DEPARTMENT:	Development Services
FLSA STATUS:	Non-Exempt
SALARY GRADE:	G
REPRESENTATION:	None

GENERAL POSITION SUMMARY:

The Economic Development Manager is responsible for working with various agencies, committees, boards, property owners, business owners and representatives, developers, and City staff to support business retention, expansion, and new development in Sandy. The Economic Development Manager works to promote new investments in all property zoned for commercial and industrial purposes and other development that could spur benefits to the business community.

ESSENTIAL JOB FUNCTIONS:

- Coordinates the City's economic development programs, including business recruitment and retention; Develops and maintains new economic development incentive programs.
- Manages and serves as the staff liaison to the City of Sandy Economic Development Advisory Board. Develops the board's agenda with the board chair, manages the operations of EDAB meetings, creates presentations to the board on economic development related topics, creates staff reports and presents board findings and information to the City Council as needed, and completes other duties as assigned.
- Assists incoming businesses with site acquisition, assists with financing, helps businesses get established and familiar with local programs and events, and assists with workforce development issues.
- Prepares Clackamas County economic development & tourism focused grant applications.
- Serves as a coordinator and liaison between the City of Sandy and the Sandy Area Chamber of Commerce, redevelopment agencies, Clackamas County Economic Development and Tourism departments, and private or nonprofit groups and associations interested in economic development.
- Manages long term economic development studies, reports and other economic development related reporting.
- Monitors local, state, and federal legislation and regulations relating to economic development.
- Administers the City of Sandy Special Service Contract Program (SSCP) Includes management of program rules and applications, convening a biennial application review board, drafting of biennial contracts with applicants, and annual reporting of program results to the City Council.
- Acts as the City's liaison for tourism and tourism-related events. Provides point of contact for staff at county and state agencies; regularly attends events relating to local tourism development (i.e., county familiarization tours, tourism-related conferences and events relating to the Mount Hood Corridor).
- Acts as the City's official liaison/ombudsman for the local business community.

- Maintains city-wide available commercial properties database; communicates with property owners on a regular basis to fill vacant commercial and industrial spaces
- Manages downtown business promotion programs and ribbon cutting ceremonies.
- Maintains and develops web content for the city's Economic Development Department.
- Manages the oversight of various urban renewal grant programs and Special Grant programs; includes but not limited to, coordinating with applicant, developing a scope of work, managing an open bidding and selection process for contractors, drafting of contracts, contractor and compliance management.
- Manages Small Repair Infrastructure Grants which includes repair and/or replacement of curb sections, sidewalk sections and driveway aprons, repairs and upgrades to the exterior of public buildings (signage, lighting, door, window and siding replacement, adding garbage/recycling screening, etc.) and other similar work
- Promotes programs with local business & property owners when funding is available.
- Manages the maintenance of downtown Sandy's C-1 commercial district programs including
 - contracts with local non-profit for regular maintenance and cleanup of the public rights-of-way.
 - annual flower basket & planter program
 - Manages installation and removal of holiday lighting on couplet street trees.
- Identifies points of contention for the business community that are created by municipal code regulations; works with Development Services to correct code issues.
- As needed presents staff reports to City Council regarding specific development proposals and other economic development items
- Prepares monthly staff reports for the Economic Development and Development Services departments.
- Performs other duties as assigned.
- Establish and maintain positive working relations with coworkers, citizens, and the general public.

JOB SPECIFICATIONS:

Mandatory Requirements:

A bachelor's degree from an accredited college or university, preferably in public administration, business or a closely related field. Minimum one to two years previous experience in Economic Development. Master's degree in planning, public administration, business or a closely related field preferred. Any combination of experience and education that provides the applicant with the level of required knowledge and abilities will be considered.

Necessary Knowledge, Skills and Abilities:

- Considerable knowledge of business and economic development; working knowledge of municipal zoning and planning programs and processes.
- Excellent skills in public relations which include the ability to communicate your thoughts clearly and be an excellent listener
- Strong written and oral communication skills.
- Ability to prepare and present presentations to city council and/or stakeholders.
- Ability to create and implement the strategic plans that align with city goals.
- Strong project management skills.
- The ability to collaboration between government and businesses.
- The ability to establish and develop relationships and trust with the business community.
- Knowledge, or ability to learn complicated grant systems to secure and monitor a variety of state and federal grants
- Interacts well with department staff, operation providers, committee members, and co-workers from other departments

Special Requirements/Licenses:

Must be able to pass the department's security clearance standards, including criminal history and reference check. Possession of, or required to obtain, a valid driver's license and have a satisfactory driving record.

SUPERVISION RECEIVED:

Works under direction of the Director of Policy & Community Relations, but also works under the direction of the City Manager on economic development duties as assigned.

SUPERVISORY RESPONSIBILITIES:

May supervise interns or other employees as assigned.

PHYSICAL DEMANDS:

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 job functions.

- Expected to attend meetings and provide presentations outside the normal work schedule, including evenings and weekends.
- Frequently required to sit for long periods of time and must have the hearing and speaking ability to conduct formal presentations.
- Able to reach with hands and arms, use hands to finger, handle, operate objects, tools, or controls and must have sufficient hand eye coordination to operate common business equipment.
- Occasionally required to lift and/or move up to 25 pounds.



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TOOLS AND EQUIPMENT USED:

General office computer/equipment including, but not limited to, keyboard, computer software, 10-key calculator, document scanning program, copier, fax machine, calculator, and telephone.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed mostly in an office setting in well-lit, temperature-controlled office environment.
- The noise level in the work environment is usually quiet with frequent interruptions. Customer contact is high. These interactions may reach moderate noise levels.

This job/class description describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.

Jeff Aprati
Director of Policy & Community Relations

Adopted: 02/02/2016, Revised: 04/12/2016, 01/23/2017, 01/22/2018, 5/28/2020, 8/2020, 6/2023

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.

David Snider

Date