

Barren River Area Development District (BRADD)
Position Description

Class Title: Director of Community & Economic Development

Department: Community & Economic Development (CED)

Supervisor: Executive Director

Supervises: Community & Economic Development (CED) Staff

Exempt Status: Exempt

Class Characteristics: The Director of Community and Economic Development is to coordinate and supervise all department personnel and their work. This includes community development programs, economic development projects, planning activities, the identification of needs, development of creative project concepts, and accessing resources, people, and funding to develop projects. The Director monitors staff development and training to assure professional level of project administration of each individual project, supervises program implementation and administration; and performs other duties as required. Areas of desired job knowledge include but are not limited to: Business Lending, Community Projects & Public Administration, GIS/Mapping, Housing, Infrastructure Development, and Transportation.

Essential Duties and Responsibilities:

1. Plans, organizes, directs, coordinates, and evaluates all activities related to the Community & Economic Development department.
2. Supervises all personnel assigned to the department while assisting with required duties.
3. Establishes Departmental Policy:
 - a. Manage and supervise assigned operations to achieve goals within available resources.
 - b. Determines projects to be developed.
 - c. Makes staff assignments.
 - d. Monitors staff workload and makes adjustments as needed.
 - e. Reviews progress and directs changes as needed based on policies and procedures.
 - f. Consults with the Executive Director and Finance Officer in setting administration fees for projects.
4. Planning:
 - a. Provide leadership and direction in the development of short and long range plans;
 - b. Gather, interpret, and prepare data for studies, reports, and recommendations;
 - c. Coordinate department activities with other departments and agencies as needed;
 - d. Plan, coordinate, and supervise the development of comprehensive planning documents including the Comprehensive Economic Development Strategy & Regional Hazard Mitigation Plan for the region.
5. Assure, expand, develop and administer effective and efficient use of budgeted funds, personnel, materials, facilities and time for the department.
6. Public Relations:

- a. Facilitate or participate in one-to-one interpersonal communications with clients of the agency, with other internal staff members, and with members of the Board of Directors, advisory committees, and other related agency bodies;
 - b. Maintains regular contact with local government officials and administrative agencies;
 - c. Monitors needs and communicates funding availability and deadlines;
 - d. Articulates and communicates the department's regional and local impact in the form of media bites and board reports.
 - e. Serve in a liaison capacity with relevant local, state, and federal agencies to ensure effective coordination of development services programs.
 - f. Conducts periodic public meetings required to comply with application requirements, to provide general public education on issues, and/or to explain public policy in controversial situations
7. Training & Development:
- a. Oversee development and implementation of a training program for local officials;
 - b. Provides on-going training to all departmental staff to develop professional understanding of their jobs;
 - c. Monitors changes in federal and state funding programs and shares information with staff and stakeholders.
8. Knowledge of Funding Agencies: Maintains a working knowledge of federal and state funding agencies and agency requirements; changes in policy, regulations, availability of funding, funding timetables; and any special considerations or budgetary requirements.
9. Knowledge of Area: Maintains a working knowledge of the area and the people, area conditions, and community/economic development needs.
10. Prepare and administer grant applications including but not limited to community and/or economic development, infrastructure improvement, and regional planning.
11. Administer, market, and assist in reporting relating to the Revolving Loan Fund program.

DESIRABLE QUALIFICATIONS

Training and Experience: Bachelor's degree (master's preferred) in Public Administration, Business Administration, Planning, or a related field, supplemented by 3-5 years' experience in planning and public administration to include supervisory experience; or any combination of training and experience which meets the desired knowledge, skills and ability.

Knowledge, Skills and Abilities:

Knowledge:

- 1. Knowledge of the principles of economic development, public administration and infrastructure planning.
- 2. Thorough knowledge of federal and state laws and administrative regulations.
- 3. Knowledge of the concepts, theories, principles and practice of not-for-profit or governmental administration.
- 4. General knowledge of regional planning and of Geographic Information Systems, preferred but not required.

5. Familiarity with Economic Development Administration programs, Department for Local Government programs, Appalachian Regional Commission, USDA Rural Development, FEMA funding programs and KY Transportation Cabinet planning programs.

Skills:

1. Skills in creating/maintaining comprehensive economic development plans, preferred but not required.
2. Skill in use of computers, software and other office equipment.
3. Skill in project management environments and procurement processes.
4. Analytical skills including; skills in reasoning, problem solving, supervision, and organization.
5. Organizational and administration skills.

Abilities:

1. Ability to communicate effectively, orally and in writing.
2. Ability to supervise staff while assessing and assisting with assigned duties.
3. Ability to accurately identify workload, be flexible, and prioritize changing workloads.
4. Ability to determine if management of planning and development programs comply with applicable laws and regulations.
5. Ability to attend city council, fiscal court, industrial board meetings and staff working group meetings as necessary.
6. Ability to establish and maintain effective working relationships with elected officials, staff, committee members, partnering agencies and the general public.
7. Ability to prioritize workload and meet deadlines.

ADDITIONAL REQUIREMENTS

1. Position requires minimal supervision; must use own judgement majority of the time.
2. This position requires travel and off site work; valid driver's license and insurance required. Irregular hours may be required of this position.
3. Must be able to attend occasional evening and weekend meetings and trainings.

ADDITIONAL INFORMATION

Processes: Frequently required to refine existing work methods and develop new techniques, concepts, or programs within established limits or policies.

Review of Work: Work may be reviewed through oral and written reports.

Analytical Requirements: Assignments require almost continual analysis of figures, data trends, and results of all kinds, which directly affect the policy of the organization. In general, assignments and workload for the entire department are distributed by this position.

Decisions and Judgements: Planning and packaging feasible and cost-effective projects; putting together compatible teams; providing staff guidance as needed while allowing space to develop their own problem solving abilities.

Tools, Equipment, and Vehicles Used: Basic office equipment, may be required to use personal vehicle if the agency vehicle is already in-use/reserved. Use of agency vehicles should be prioritized above use of personal vehicles.

Physical Demands: Work is typically performed indoors at a desk or table; must lift objects weighing in excess of 25 pounds; work is occasionally performed outdoors; must operate a vehicle as a requirement of the job.

Contacts: Frequent public and internal contacts requiring tact and diplomacy are requirements of the job.

Confidential Information: Regular use of confidential information.

Mental Effort: Heavy

Interruptions: Constant

Special Licensing Requirements: Must possess and maintain a valid driver's license.

Certification Requirements: Must be certified as a CDBG administrator and maintain that certification by attending re-certification trainings as offered or be willing to pursue certification. Pursue additional certifications as identified for professional development suggested, but not required: Economic Development Finance Professional (EDFP) Certification, American Institute of Certified Planners (AICP) Certification, Certified Environmental Professional (CEP) Certification, Certified Economic Developer (CED) Certification, Professional Community and Economic Developer (PCED) Certification.

Overtime Provision: Exempt.

BRADD Mission Statement:

The mission of the Barren River Area Development District is to preserve and advance the quality of life and economic well-being for all citizens of the BRADD through regional collaboration.

**The above job description is intended to describe the general content of and the requirements for the performance of this job. It is not intended to be construed as an exhaustive statement of duties, requirements or responsibilities.*