



CLASS SPECIFICATION

Class Title:	<u>Director, Community and Economic Development</u>	Class Code:	<u>8045</u>
Department:	<u>Community and Economic Development</u>	Eff. Date:	<u>8/26/08</u>
Merit Status:	<u>Exempt</u>	Grade:	<u>34</u>
FLSA:	<u>Exempt</u>	Revised:	<u>1/19/16</u>

GENERAL PURPOSE

This is an appointed (at-will) position under the administration of the Davis County Commission. Under broad policy guidance and direction from the County Commission, performs a variety of professional, administrative and managerial duties related to community and economic development activities for Davis County.

DESCRIPTION OF DUTIES (Any one position does not include all of the duties listed; nor do the listed examples include all duties which may be found in positions of this class.)

- Provides daily supervision to department staff; hires new employees in compliance with County Merit System Ordinance and all applicable employment laws. Provides training for new employees; determines work priorities; assigns and monitors work; evaluates performance in compliance with all County policies, procedures, and practices; addresses performance problems in a timely manner, and initiates disciplinary employees in compliance with County policies and procedures. Ensures compliance with all Personnel policies, procedures, practice, and applicable employment laws.
- Reviews and maintains all reports, time cards, payroll information and appropriate personnel documentation within the department.
- Serves as advisor to the County Commission; provides technical insight and recommendations related to planning and developing policies, goals and objectives; receives directives, formulates implementation options and strategies, directs and conducts research, converts strategies to action plans with timetables and deadlines; allocates staff and resources as necessary to complete projects.
- Develops organizational goals, objectives and plans; develops and administers evaluation programs; studies innovative programs to determine potential effectiveness in Davis County.
- Prepares and presents department budget; monitors and approves expenditures and manages department within approved budget. Ensures compliance with all County financial policies, procedures, and practices.
- Formulates policy and administrative procedure options, and writes and presents policies for

approval.

- Represents the County at various meetings and represents the department at County Commission meetings. Attends professional organization meetings to promote business and tourism development in Davis County. Provides staff support to various advisory and policy boards, as assigned by the County Commission.
- Consults and advises the County Commissioners on county-wide economic development activities such as legislative affairs; serves as liaison with the State Economic Development Department (GOED), State Legislature, and other State and State related agencies including MIDA, EDCUtah, Utah Defense Alliance and Alliance for Economic Development. Assists in coordinating organizational planning and evaluation with other jurisdictions and agencies, as well as develop plans and policies relating to economic development. Consults and advises on economic development issues and economic development related events and activities.
- Builds coalitions internally and with appropriate community private and public partners. Coordinates with the local Chamber of Commerce and local city economic development offices to assist in economic development activities.
- Communicates and promotes economic growth for Davis County and addresses groups on economic development planning. Creates, writes, researches, assembles, and produces documents and marketing materials that promote Davis County as a business location.
- Administers and coordinates tourism budgets and activities, and associated support for the Davis Conference Center. Plans and conducts marketing and promotional activities for tourism.
- Assists with Davis County Council of Governments (COG Inc.) and coordinates the business development loan fund ensuring all requirements are met; assists with business attraction programs, business retention programs, and serves as a member of the Tax Increment Finance Committee (TEC Committee).
- Assists with other economic development activities and events throughout Davis County including the Commissioners Cup Golf Tournament, Davis County Gala, Bird Festival, Antelope Island Programs, and budgets for community social programs.
- Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- Graduation from an accredited college or university with a related Master's Degree plus five (5) years of full-time paid work experience in economic or community development, planning, marketing or closely related field, two (2) years of which must have been in a supervisory position;
- **OR** Graduation from an accredited college or university with a related Bachelor's Degree plus seven (7) years of full-time paid work experience in economic or community development, planning, marketing or closely related field, two (2) years of which must have been in a supervisory position.

2. Special Qualifications:

- Educational emphasis and/or work experience in planning, economic development, economics, marketing, or finance.
- Must pass a criminal history background investigation.
- Employees driving a personal or a County vehicle for job related travel must possess a valid driver license and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).
- Employees driving a personal vehicle while on county business must maintain the minimum vehicle liability insurance as specified in the Utah Code.

3. Necessary Knowledge, Skills, and Abilities:

- Thorough knowledge of: the principles and practices of City/County government, community development, public economic development, business finance, budgeting principles and practices; County and departmental policies and procedures; principles of management, program development and administration; principles of effective personnel management, procedures, practices, evaluation and supervisory techniques; preparation and negotiation of contracts; computer operations; research methodology and statistics; marketing, promotion, management and supervisory principles and practices.
- This position may require the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.
- Skill in: public relations; keyboarding skills and operating all applicable computer hardware and software applications.

- Ability to: exercise sound judgment and make sound decisions; assign, supervise and evaluate the work of subordinates; address employee performance problems; initiate and impose disciplinary action as necessary; analyze, interpret, prepare and report financial data; analyze and solve complex problems; analyze data and make sound recommendations; prepare and present effective reports and oral presentations; prepare and manage department budget; make decisions and perform efficiently under pressure/deadlines; coordinate work and services with multiple organizations; develop, implement and evaluate programs; communicate professionally and effectively (orally and in writing); speak/present in front of public audiences of various sizes; compose professional correspondence, reports, contracts, and other documents; work for sustained periods of time maintaining concentrated attention to detail; follow written and oral instructions; establish and maintain effective working relationships with supervisors, other employees, committees, boards, other agencies and the general public.