

## ECONOMIC DEVELOPMENT MANAGER, SENIOR

Job Code	Pay Grade
21964	SM5a

### Nature of Work

This is highly responsible professional and supervisory work in the planning, development and implementation of a community economic development program throughout Pinellas County for the Department of Economic Development. Areas of assignment could be in the marketing and promotional division, economic and community development, or business assistance activities. An employee in this class is responsible for planning, organizing, developing and implementing a comprehensive program in the area of assignment. In addition to performing the duties of the Business Development Manager, the employee is also responsible for the supervision and administration of the division. A portion of the work entails dealing with highly confidential and sensitive issues requiring a high degree of discretion and tact and involving continual inter-departmental relations and extensive public contact. This position requires thorough working knowledge of departmental programs, procedures, and policies and entails the exercise of extensive initiative and independent judgment. Work is performed under the general supervision of the Bureau Director or designee.

### Minimum Qualification Requirements

- Bachelor's degree in public or business administration, urban or regional planning or directly related field plus 5 years of professional planning or economic development programs experience for a governmental agency that includes supervision or supervisory training; or
- Master's degree and 3 years experience as described above, or
- An equivalent combination of education, training, and/or experience.

### Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

### Illustrative Tasks (These are examples and are not all inclusive.)

- Plans, develops, organizes, supervises and reviews the work of a supervisory, professional and clerical staff engaged in conducting activities in the marketing and promotional, economic and community development, or business assistance division.
- Develops and maintains contacts and close working relationships with economic development organizations, local governments, Chambers of Commerce, existing business and industry.
- Monitors changes in policies, procedures and laws related to business assistance, business development and the grants area.
- Supervises employees in the assigned division which includes creating goals, objectives and accountability, developing individual Personal Development Plans and conducting performance appraisals for each staff member in their division.
- Coordinates the work assignments of the division with other divisions in the department.
- Develops an annual plan of work for the division, monitoring it for results and reporting accomplishments to management and the Board of County Commissioners (BCC).
- Monitors the division's annual budget and reporting quarterly on its status to management.
- Performs related work as assigned or required.

## ECONOMIC DEVELOPMENT MANAGER, SENIOR (continued)

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### Knowledge, Skills, and Abilities

- Knowledge of the principles and practices of economic development and ability to apply this knowledge in varied work situations.
- Knowledge of principles and techniques of effective communication.
- Knowledge of public administration principles and practices.
- Ability to apply computer applications and software.
- Ability to apply independent judgment and discretion based on knowledge of the county functional and structural organization.
- Ability to plan, organize, direct, coordinate, and supervise the work of professional, supervisory, and clerical employees.
- Ability to work independently on complex and confidential tasks.
- Ability to make decisions in accordance with county ordinances and practices.
- Ability to maintain effective working relationships with others.
- Ability to communicate clearly and concisely, both orally and in writing.

For official use only

Revised	EEO Code	Overtime Code
7/15	Professional	Exempt