

# **NORTHFIELD MUNICIPALITY JOB DESCRIPTION**

## **Economic Development Director**

FLSA Status: **Exempt**

**Nature of Work.** The director will: support local businesses in their sustainability, growth, and expansion; build a network within the State and region to attract potential employers and residents to Northfield; and support the town's vision for housing and other key development priorities.

The Economic Development Director will assist Northfield businesses to make use of the funding available through the town's participation in the Vermont Village Center Designation Program. The Economic Development Director will work closely with the Town Manager, the members of the Northfield Select Board, and with local community organizations to promote community and business development initiatives.

**Primary Responsibilities.** Coordinate and communicate with Town Manager, Town officials, and community organizations to support businesses and individuals wishing to establish, relocate, or grow their business in Northfield. The Economic Development Director should assist in the planning and coordination of community development projects, assist business and residential applicants with local and State permitting processes, and should provide research for Town-sponsored projects.

Essential Duties include:

- Researching, reviewing, editing, and preparing regular reports, memoranda, and policy recommendations for review and consideration by the Town Manager, Select Board, and other municipal professionals;
- Preparing and maintaining information on zoning, transportation, utilities, taxes, and community services in order to respond to information requests regarding economic development;
- Preparing and administering an annual budget; Leading economic development initiatives to achieve the goals and objectives outlined by Northfield Town Plan and guided by the Town Manager, Select Board, and community development organizations;
- Overseeing the administration of funds involved in various community development projects; Counseling and advising constituents regarding the application and permitting process;
- Researching available grants and preparing grant proposals;
- Serving as an advocate for economic development in line with the Northfield Town Plan, zoning ordinances, and goals as established by the Town;

- Marketing the town of Northfield to residents, business owners, and patrons of the greater Central Vermont Region and the surrounding Vermont communities;
- Working with the Select Board to identify areas of concern in the promotion of business location and expansion and potential business development within the Town;
- Serving as a liaison between local, State, and Federal agencies;
- Becoming or being familiar with the current inventory of available buildings and development sites (business and residential) within the Northfield and Northfield Falls communities;
- Monitoring local and State legislation and regulations relating to economic development, and report findings to the appropriate impacted parties (i.e. the Town Manager, the Economic Development Subcommittee, the Select Board, etc.);
- Supervising an economic development assistant (i.e. AmeriCorps volunteer) in the aforementioned duties, particularly grant-writing; and
- Attending professional and community development conferences and workshops, continuing to self-educate regarding trends and advancements in the field of community and economic development; and providing regular reports of economic development activities to the community and the Select Board.

**Education, Training, and Experience Required for this Full-Time Position.** A four-year degree from a college or university is required, preferably with a specialization in or related to economic and community development, business, or public administration; and/or substantial experience in economic, business, and/or community development, and program management; and/or any combination of education and experience that provides the equivalent knowledge, skills, and abilities to be successfully in this position. To be competitive, a candidate should have a working knowledge of municipal zoning and infrastructure, planning programs and processes, and a proven successful record in economic development leadership roles; Must be a capable public speaker, and be able to communicate effectively with groups and individuals, engineers, architects, contractors, developers, businesses, supervisors, employees, and the general public; Must be capable of establishing working relationships and networks with developers, community organizations, and business professionals; Must possess a working knowledge of available economic development tools and programs, federal grant funding and programs; Must have problem-solving skills and the ability to prepare and analyze reports and data .