

City of Winter Garden — Economic Development Director



The City of Winter Garden is seeking an Economic Development Director. The ideal candidate provides vision and leadership in planning, developing, directing, and daily oversight of economic development programs and projects within the City. This candidate also possesses an extensive background in economic development and public sector management with proven success in program development, creative ideas and solutions. The position reports to the City Manager.

Key Responsibilities include, but are not limited to:

- Works with outside agencies and groups to negotiate development agreements; performs fiscal analysis and planning; and presents comprehensive reports and agreements to the City Manager and City Commission.
- Serves as Downtown Manager and Community Redevelopment Agency Manager for the City
- Serves as a liaison between the City; Chamber of Commerce; merchant associations; economic development districts; redevelopment agencies; and other public, private or nonprofit groups and associations.
- Leads new local businesses through the planning, zoning and building permitting process from conception to completion.
- Conducts technical research studies and prepares statistical reports and recommendations for drafting or revising local legislation and plans, projecting trends, monitoring socio-economic data, etc.
- Manages marketing, branding and promotional efforts for the City.
- Performs ongoing monitoring of local, state, and federal legislation, regulations and trends and handles/manages grant activities related to economic development.

Other Knowledge, Skills, and Abilities:

- Must be self-driven, with the ability to develop a strategic vision, develop plans and goals, and to create the framework necessary to implement, achieve, and ensure for desired outcomes for City projects and programs.
- Ability to skillfully and effectively establish and maintain positive and productive partnerships and obtain consensus with a variety of stakeholders.
- Demonstrates strong leadership characteristics including credibility, integrity, relationship-building, initiative, excellent judgement and discretion, ability to maintain confidential and sensitive information, desire and ability to empower others, and leads by example within the City.
- Possesses excellent verbal and written communication skills and the ability to effectively present ideas and recommendations to both small and large groups.
- Knowledge and experience with MS Outlook/Word/Excel and database management software.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree (Master's Degree preferred) from an accredited university or college in Economics, Business or Public Administration, Urban Planning, Finance or related field, plus five (5) years of increasingly responsible professional experience, specifically in economic or community development or business/real estate in a government agency, with two (2) years of these years being at executive level management. Equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities may also be considered.
- Knowledgeable of and experienced with business recruitment, retention, and expansion, as well as redevelopment and small business development.
- Experience in historic preservation, downtown development and small business assistance is a plus.
- CCIM, CEcD, or other certifications in economic development are preferred.
- Possess and maintain a valid Florida Driver's License.

EXCELLENT BENEFITS: The City of Winter Garden offers a generous benefit package for Department Directors that includes a **Defined Benefit Retirement Pension Plan**; Medical insurance (*the City pays 100% of employee coverage & contributes toward dependent coverage*); Dental; Vision; City-paid Life and Disability Insurance; 22 Vacation days, 12 Sick days, and 10 paid Holidays annually; retiree health insurance; educational assistance; and much more.

WORKING ENVIRONMENT/CONDITIONS:

- Work is typically performed in an office environment with typical office hazards and low to moderate noise levels and intermittently outdoors involving moderate noise levels and exposure to inclement weather, airborne particles, fumes, and exhaust.
- Work involves intermittent sitting, standing, bending, stooping, crouching, kneeling, reaching, pushing, pulling, and walking; occasional climbing, balancing, stooping, kneeling, and crouching; and the potential for extended periods of standing, walking, and sitting. May be required to occasionally lift, push, and carry up to 10 pounds.
- Requires visual and muscular dexterity and hand/eye coordination for extended periods; hearing sounds; communicating with other employees and the public, both in person and on the phone; close vision; and finer dexterity when handling/grasping/fingering of objects.

To apply, click the link below or visit www.cwgd.com.

https://www.appone.com/MainInfoReq.asp?R_ID=5403468