



**CITY OF NORTH PORT**  
invites applications for the position of:

## **Economic Development Program Manager**

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**SALARY:** \$108,447.91 - \$133,474.35 Annually

**OPENING  
DATE:** 04/13/23

**CLOSING  
DATE:** 05/19/23 05:00 PM

### **GENERAL DESCRIPTION:**

The City of North Port is at a pivotal moment in history. Strategically situated between Tampa and Fort Myers, the City of North Port has the assets and amenities well suited to a variety of commercial needs. North Port stretches across 104 square miles and is currently home to 82,000 residents and steadily welcoming new faces every year. North Port has built momentum over the last five years, receiving nationwide recognition as the second fastest growing City in the United States! The City is positioned to continue its steep growth trajectory, projected to reach 100,000 residents in the next 3-5 years. This is complemented by having the youngest median age in the region, representing a strong and capable workforce.

North Port is not only proximate to five airports and four seaports, but directly adjacent to I-75. Much of the City is undeveloped, with somewhere between 12 and 30 million square feet of buildout potential located in the City's major development areas alone. The City offers a business-friendly climate and a leadership support evidenced by the local elected body which made Economic Development and Growth Management one of six pillars within the City's Five-Year Strategic Plan. The City also has rare ecotourism assets including Warm Mineral Springs which is Florida's only warm mineral spring; over 80 miles of canals; Florida's only state forest fully within municipal limits (Myakka State Forest); and a growing regional trail system.

The City of North Port is seeking an experienced Economic Development Program Manager to lead regional efforts to attract and retain quality businesses and industries that will contribute to and expand the high quality of life in the City. This position will be responsible for engaging various partners and building quality relationships with our partners such as the Sarasota Economic Development Corporation, the North Port Chamber of Commerce, and others. The Economic Development Program Manager will oversee efforts to develop and maintain the City's Strategic Economic Development Plan and work closely with the City's Planning and Zoning Division staff to ensure that our economic development initiatives and growth are represented in the City's updated Unified Land Development Code.

The Economic Development Program Manager is responsible for planning, directing, managing, and overseeing the activities and operations of the Economic Development Division including business recruitment, retention, and expansion; budget and financial operations; development, implementation and oversight of the City's economic development strategy; coordination and collaboration with community economic development partners; marketing activities, and implementation of the strategic framework. This role interfaces directly with senior representatives of both public institutions and private sector businesses on economic development projects and related activities. The Economic Development Program Manager will be instrumental in implementing the Economic Development Division's strategic framework over the course of the next 3-4 years.

The City of North Port is searching for a dynamic, capable, and collaborative servant-leader with the skills to take the City's economic development efforts to the next level. The right fit for this position has an incomparable work ethic and leadership skills. They understand how to establish and maintain strong relationships across various organizations - even those with competing interests - and they are confident in their knowledge and skills while remaining approachable to stakeholders throughout the community. The candidate should be an excellent communicator with strong negotiating skills able to successfully collaborate with property owners, developers and others to bring development to fruition.

## **ESSENTIAL JOB FUNCTIONS:**

- Develops and coordinates day-to-day operations and plans for expansion of the economic base of the City and interacts with elected officials, staff, economic development leaders, business, and civic leaders to determine business, economic and community development strategies.
- Prepares and executes City's economic development policies and strategies, to promote the City as an attractive "brand" and to encourage development of individual locations.
- Develops promotional materials, information packets and makes presentations to promote attributes of the City and the surrounding area to existing and prospective businesses.
- Manages economic development website and coordinates social media, e-news, direct mail, and other applicable media platforms in coordination with Communications staff.
- Assists City Manager and Communications staff in developing relationships with news media representatives to disseminate information concerning location of new businesses in the City.
- Provides leadership, strategic direction, and management for economic development functions for all City staff.
- Reviews, prepares, and submits a variety of reports and documents including technical reports, brochures, and special presentations to be used in publicizing the advantages of locating in or visiting the City.
- Reviews and analyzes regional and State economic development initiatives and programs, recommends and implements City participation where necessary and beneficial.
- Develops work plans related to economic development activities, including short and long-range plans for retention, expansion, redevelopment, and marketing.
- Collaborates with the business community to grow our local and small businesses
- Manages City's participation in all County and Regional economic development programs and organizations.
- Assists the City Manager to liaison with developers, business, and industry leaders; assists clients in obtaining information and inspecting prospective business sites and locations; assists in negotiating and management of economic development-oriented contracts
- Coordinates negotiations of site and business locations between potential investors and companies with developers, other City departments and other entities and responds to requests for information.
- Attends and participates in professional group meetings and conferences; stays abreast of new trends and innovations in economic development; researches emerging products, data and enhancements and their applicability to City needs.
- Conducts tours of City facilities and real estate available for business or industrial use.
- Provides technical assistance in matters pertaining to the economic interest of the City and coordinates regularly with Planning, Zoning and Building staff to ensure timely processing of development proposals.
- Travels and stays overnight outside the City and state, as required.
- Assists in developing, utilizing, and monitoring program budgets
- Collects demographic, geographical economic and other related data about the City; investigates labor supply, transportation utilities, financing, and other requirements for the establishment of new businesses and industry.
- Maintains database and generates reports concerning such information.

- Operates a variety of equipment such as computer, printer, facsimile machine, telephone, vehicle.
- Serves as staff liaison to the Community Economic Development Advisory Board and as City representative on Chamber of Commerce Boards and Committees.
- Performs related duties as required by the City Manager.

*(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other related duties as assigned, including City-directed work assignments in the event of a declared emergency.)*

## **KNOWLEDGE/SKILLS/ABILITIES:**

- Knowledge of the methods, procedures, and policies of the City Manager's Office as they pertain to the performance of duties of the Economic Development Program Coordinator.
- Knowledgeable of applicable laws, ordinances, standards, and regulations pertaining to the specific duties and responsibilities.
- Knowledge of the functions and inter-relationships of City and other government agencies.
- Knowledge of the demographic profile and available resources of the City.
- Knowledge of the available resources at the City, County and State levels to assist businesses and industries.
- Skilled in the computer operations.
- Skilled in business marketing, solicitation, promotion, and public relations.
- Skilled in the use of small office equipment, including copy machines or multi-line telephone systems.
- Skilled in using computers for data entry, word processing and accounting purposes.
- Ability to organize and communicate effectively.
- Ability to use independent judgment as needed in performing routine and non-routine tasks.
- Ability to take the initiative to complete the duties of the position without the need of direct supervision.
- Ability to interpret all ordinances, laws and regulations, and to read and interpret maps, contracts, blueprints, statistical reports, promotional materials, correspondence within the department.
- Ability to research national and regional economic information, trends, and events.
- Ability to analyze this information and use it to develop more effective economic development strategies and policies.
- Ability to establish and maintain effective relationships with personnel of other departments, professionals, business and industry leaders, news media and members of the public through contact and cooperation.
- Ability to react calmly and quickly in stressful situations.
- Ability to understand and follow written and oral instructions.
- Ability to make public presentations.
- Ability to compile, organize and utilize various financial information necessary in the preparation of the departmental budget, and knowledge to prepare and monitor the budget.

## **EDUCATION, EXPERIENCE, LICENSES AND CERTIFICATIONS:**

### **Education and Experience:**

- Bachelor's Degree in Business Administration or related field.
- Five (5) years of experience in business, community development, business attraction and industrial development planning, or a related field.

- Experience in local and/or regional economic development preferred.

*(A comparable amount of relevant training, education and/or experience may be substituted for the above qualifications.)*

**Licenses and Certifications:**

- Must possess a valid Florida driver's license.
- Designation or educational experience in pursuit of designation as a Certified Economic Developer (CEcD) is desired.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.northportfl.gov>

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North Port, FL 34286  
(941) 429-7134

[ndelamater@northportfl.gov](mailto:ndelamater@northportfl.gov)

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Position #201401368  
ECONOMIC DEVELOPMENT PROGRAM MANAGER  
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