



ECONOMIC DEVELOPMENT MANAGER

DEPARTMENT: Department of Community Development

REPORTS TO: Mayor

JOB LOCATION: 14340 Euclid Avenue, East Cleveland, Ohio

JOB STATUS: Full Time/EXEMPT

SALARY: Competitive

JOB SUMMARY:

This is a professional and managerial position, which requires significant independent judgment and ability to analyze economic and financial information. Director is expected to represent the department in a professional capacity with developers, elected officials and citizens. Critical skills include review and analysis of proposals submitted by developers. Also, technical assistance to potential real estate developers and business owners.

ESSENTIAL FUNCTIONS:

- Plan, organize and administer comprehensive 'Economic Development/Workforce Development Plan' for the City of East Cleveland..
- Coordinates the implementation of commercial, industrial and residential development projects
- Develops, plans and implements programs for business enhancement, business retention and business expansion.
- Coordinates land assembly efforts in support of development projects including the city's land bank
- Oversight of housing rehabilitation programs
- Oversight of storefront renovation Program
- Support additional duties as requested

QUALIFICATIONS:

- Bachelor's Degree in Business Administration, Urban Planning and Development or related
- Five(5) years of progressively responsible experience in municipal planning and development

EQUIPMENT USED: Computer, printer, fax and standard office equipment

SALARY RANGE: Competitive

This job description is not intended to be a complete list of all responsibilities, duties or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the needs of City of East Cleveland. Since no job description can detail all the duties and responsibilities that may be required from time to time in the performance of a job, duties and responsibilities that may be inherent in a job, reasonably required for its performance, or required due to the changing nature of the job shall also be considered part of the jobholder's responsibility

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“Rebuilding East Cleveland Together”

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