

## **NOTICE OF JOB OPENING**

**TITLE:** Director of Economic Development

**NUMBER OF VACANCIES:** One (1)

**PAY RANGE:** \$85,000 annually

**Residency Requirement:** Must be a resident of the City of Niagara Falls, NY within 6 months of appointment

**DISTINGUISHING FEATURES OF THE CLASS:** This is specialized analytical, administrative and policy-influencing work in the field of Economic Development within the City of Niagara Falls. The work involves the performance of all services and activities pertaining to economic development within the City of Niagara Falls, including urban renewal project areas in coordination with the Niagara Falls Urban Renewal Agency. The Director is responsible for managing revitalization activities, including the delivery of complex large-scale regeneration projects, and the development and coordination of strategic partnerships, in the context of the city's pursuit of the goals of growth and sustainable development. Such work may relate to various activities under the heading of mixed use development; and shall include, but not be limited to, establishing developer contracts; negotiations with developers; structuring development proposals; coordination of financing programs to implement development; and other activities related to the City's economic revitalization in compliance with the provisions of the City Charter, and reporting to the Mayor and City Administrator. General and direct supervision is exercised over assigned specialized staff. The Director of Economic Development shall perform such other functions as assigned by the Executive Office.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS RESPONSIBILITIES AND PERSONAL CHARACTERISTICS**

Thorough knowledge of existing local, state and federal programs for economic development and intergovernmental relations related to economic development and business financing; thorough knowledge of the principles and practices of urban revitalization and brownfield redevelopment and related development principles; ability to strategically program and implement projects and other activities to advance economic development or other objectives of the City's comprehensive plan; ability to plan, assign and direct the work of others; ability to effectively represent the City and its economic development goals; ability to establish and maintain effective working relationships with other municipal officials, representatives of other governments and private organizations, and the public; exceptional negotiation and deal-making skills, including in financing development and in managing development risk; resourcefulness, integrity and initiative; physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelor's degree with major course work in Business Administration, Banking, Public Administration, Urban Redevelopment, or related field, and ten (10) years of progressively responsible experience in economic or community development, urban revitalization, commercial development or business expansion, six (6) years of which must have been at an administrative or managerial level.

**Note:** A Master's Degree in Business Administration or closely related field and professional certification by a nationally recognized association in any related field may be substituted for two (2) years of the above experience.