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Economic Development Assistant Director

Job Details

Level

Management

Job Location

City Hall - Covington, KY

Position Type

Full Time

Education Level

Graduate Degree

Salary Range

\$70,000.00 - \$90,000.00 Salary/year

Travel Percentage

None

Job Shift

Day

Job Category

Government

Summary

The City of Covington's Department of Economic Development is seeking an experienced, innovative, and strategic Assistant Director. The Assistant Director must be a proven leader with extensive knowledge and background in economic development, economic development finance, business attraction, entrepreneurship, business retention and expansion, real estate development, municipal planning, building, and/or development services. The individual must have strong political acumen and the ability to work effectively with a full range of City officials, employees, community organizations, regional and state economic development organizations and the public.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Assists the department in attracting, expanding and retaining businesses by attending trade shows, conferences, seminars, and meetings, and helping to formulate the overall business strategy.

- Provides administrative oversight for implementation of the city's economic development strategy or similar planning tools.
- Assists with staff supervision by participating in the development of annual goals and objectives, providing guidance, and monitoring progress toward goal achievement.
- Develops strategies to present the advantages of expanding, opening, or relocating businesses in the City of Covington.
- Oversees the analysis and underwriting of business and developer applications for financial incentives, including return on investment and/or cost/benefit summaries.
- Studies market trends and applies judgment to threats and opportunities facing the local economy.
- Develops and manages certain projects or initiatives, including infrastructure, entrepreneurship, and other public projects or partnerships. Responsibilities include, but are not limited to financial modeling, coalition building, scheduling and project close-out.
- Presents to City Commission, civic and business groups and the public on proposed economic development agreements.
- Monitors contracts and agreements including loans, development agreements, leases and vendors.
- Assists in writing department policies.
- Develops and maintains business contacts and opportunities.
- Serves as primary staff to Covington Economic Development Authority Board.
- Performs other duties as assigned by supervisor.

PERFORMANCE STANDARDS:

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

SUPERVISORY:

Supervise duties of assigned department staff.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of real estate, finance, business, economic principles, and the concepts of commercial/industrial revitalization and development.
- Knowledge of and ability to perform financial analysis.

- Ability to maintain confidential, financial and development-related information.
- 1. Skill in establishing and maintaining effective working relationships with the business and real estate development communities.
- 2. Skills in critical thinking and creative problem solving.
- 3. Ability to negotiate on behalf of the City with a variety of stakeholders.
- 4. Ability to create and deliver clear, coherent and relevant communications to a variety of audiences.
- 5. Ability to supervise and empower staff with a variety of subject matter expertise.

EDUCATION and/or EXPERIENCE:

- Work requires specialized knowledge in a professional or technical field. Work requires a professional level of knowledge of a discipline equivalent to that which is acquired in a Master's degree-level of study. An equivalent combination of relevant education and experience may be substituted as appropriate.
- Education is not limited to traditional baccalaureate programs and may include industry certifications and evidence of related professional development achievements.
- Five (5) years of experience in financial, administrative and supervisory management, business attraction, and recruitment; or a combination of education and relevant experience.

CERTIFICATES, LICENSES, REGISTRATIONS:

Possess and maintain a valid driver's license.

Master's Degree, Certified Economic Developers (CEcDs) certification or similar credential preferred.

LANGUAGE SKILLS

Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies or members of the business community. Ability to write speeches, articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or a board of directors.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, fractions and decimals. Ability to work with mathematical concepts such as probability and statistical inference. Capacity to compute rates, ratios, and percentages, also able to create and interpret various types of graphs.

REASONING ABILITY

Ability to define problems, collect data, establish facts, draw valid conclusions, and formulate recommendations. Capability to apply common sense.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, and sit. The employee is required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms.

The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee will work in an office environment. The noise level in the work environment is usually quiet.

POSITION TYPE/EXPECTED HOURS OF WORK:

This is a full-time position. Days and hours of work are Monday through Friday, 8:00 am – 4:30 pm. Evening, weekend or hours adjustments may be required as job duties demand.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.