

CITY OF MARTINSBURG



JOB: ECONOMIC AND COMMUNITY DEVELOPMENT DIRECTOR

DATE: 08/30/16

PAY GRADE: 27

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1. TASK & DUTIES LIST AND MEASURES OF PERFORMANCE FOR: ECONOMIC AND COMMUNITY DEVELOPMENT DIRECTOR

- **PAY STATUS: EXEMPT PROFESSIONAL**

2. REQUIREMENTS:

	Education:	Bachelors Degree in Business or Economics combined with related financial experience with two (2) years of experience that will enable the candidate to effectively and successfully carry out the programs for administration activities. Certified Economic Development (CED) status is desirable. Equivalencies will be considered.	
	Licensing, Registration or Certification:	Background check must be satisfactory. Pre-employment screenings must be passed. Must possess and maintain a valid WV drivers license.	
	Experience	Education and experience listed above and/or combination of education and experience equivalent to education requirement listed above.	
	Skills, Knowledge and Abilities:	<p>Knowledge of recognized methods of policy analysis and program evaluation.</p> <p>Knowledge of research methods, techniques and procedures.</p> <p>Knowledge of economics and statistics.</p> <p>Knowledge of the rules and regulations of the Community Development Block Grant (CDBG) and HOME programs.</p> <p>Strong personal computer skills, must be familiar with Microsoft and other software applications.</p> <p>Ability to operate copy/fax machine and telephone.</p> <p>Ability to convert abstract ideas to easily understood procedural guidance.</p> <p>Skill in analyzing and evaluating information accurately, and in expressing ideas clearly, when providing oral and written reports and recommendations.</p> <p>Skill in organizing and prioritizing workload and managing multiple projects at the same time.</p> <p>Skill in planning, organizing the efficient and effective delivery of services.</p> <p>Strong customer service orientation is essential. Employee must be able to deal with the public and staff of the City of Martinsburg in a calm, rational and reasonable manner.</p>	
	Physical:	Body Positions:	Standing, walking, sitting,

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		Body Movements:	Use hands to finger, handle, feel or operate objects, tools, or controls. Reach with hands and arms. Must be able to occasionally lift and/or move up to 25 pounds. Driving.
		Body Senses	Sight, hearing, speech and smell. Must be able to speak and hear.
	Mental:	Language	Ability to read, speak and write English. Ability to effectively communicate and project positive attitude. Must be able to communicate effectively verbally and in writing.
		Supervision Exercised	Related departmental personnel.
		Reasonable Accommodations	Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

3. TASKS and DUTIES OF JOB: General Definition: The Economic and Community Development Director is responsible for facilitating, promoting and ensuring economic and community development Provides visionary and innovative leadership to the management of the City of Martinsburg Community Development Block Grant (CDBG) and HOME programs. Is responsible for CDBG and HOME grant coordination and administration, program research and analysis, development of program materials, plans, progress reports, federal program compliance and proposal preparations. Position is contingent upon sustainable yearly funding allocation from US Department of Housing and Urban Development (HUD) for the CDBG Entitlement Program and HOME programs, unless otherwise directed by the City of Martinsburg City Council. Work is of an administrative nature and is generally completed in a comfortable office setting.

1	Maintains the required confidentiality of all work. Some work may be confidential and may be released to the public only by authorized personnel.
2	Represents the City of Martinsburg in a professional and ethical manner.
3	Prepares and publicizes all required notices of public hearings.

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4	Attends all public hearings that are required in the administration of CDBG and HOME matters.
5	Prepares consolidated plan, yearly plan and CDBG and HOME budgets.
6	Prepares subgrantee contracts, monitoring subgrantees for compliance and providing technical assistance.
7	Makes presentations to public service groups, neighborhood groups, and other interested parties upon request.
8	Prepares all other plans, studies and documents as required by HUD.
9	Assists the City Manager in preparing activity reports.
10	Prepares and administers other City related Community Development Grants as required by the City Manager.
14	Any and all other duties assigned by the City Manager.

4. MEASURES OF PERFORMANCE:

1	Has a thorough understanding of job duties.
2	Shows an interest in job and City. Represents the City in a professional and ethical manner.
3	Communicates effectively with co-workers, supervisors, the public and all contacts. Maintains positive relationships with co-workers and all contacts.
4	Accepts and adapts to change, Learns new things quickly.
5	Cares about quality-rarely makes errors, Requires little direct supervision.
6	Has ability to multi task in changing situations, without undo stress or frustration.
7	Practices quality employee/customer service/phone manner.
8	Accurate in duties as assigned.
9	Prepares required reports accurately and timely.
10	Strives to develop and maintain skills necessary to progress in the Community Development Director position. Seeks opportunities to grow and develop in position.

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I have reviewed, and understand the task and duty description. The job description is not exhaustive, but is merely an accurate list of the current job. Supervision reserves the right to revise the job description or require that other tasks be performed when the circumstances of the job change: example, emergencies, changes in personnel, workload or technical development.

VENDOR
Date