

# Washtenaw County

## JOB DESCRIPTION

**Job Code: 3444**  
**Authorization: 04-0146;**  
**11-0122, 04-0146**  
**Employee Group: 4100**

**CLASS TITLE: COMMUNITY & ECONOMIC DEVELOPMENT  
DIRECTOR**  
**DEPARTMENT: Community & Economic Development Office**  
**FLSA STATUS: Exempt**

### **JOB SUMMARY**

Under general direction, provides expert guidance to help shape the development of a community-wide vision for community and economic development in Washtenaw County, and oversees the implementation of that vision. Establishes overall direction in regional community and economic development. Provides for coordination and collaboration with and among County departments, boards and commissions and associated agencies, municipalities, business, educational institutions, and civic groups in setting and executing Washtenaw County community and economic development goals.

### **EXAMPLES OF DUTIES**

#### **Essential Duties:**

- Plans, directs, and evaluates the implementation of comprehensive, County-wide programming which establishes and applies policies and procedures for the development of human, economic, and community infrastructure assets in Washtenaw County.
- Works with the governing, externally-mandated, and advisory boards and commissions to improve community and economic development aims for residents of Washtenaw County.
- Reviews a variety of contracts, reports, forms and other materials for completeness, accuracy and conformance to the City and County and other policies and procedures.
- Develops and manages budgets for all community and economic programs for the City and County budgets.
- Confers with other County and City staff, representatives of other governmental agencies and business, professional and community groups, vendors and the public. Ensures that information gathered is timely and complete for meetings of boards, commissions and committees or for action by the City and/or County staff.

- Discusses information gathered with management staff. Ensures accurate and timely preparation of narrative or statistical reports and assists in implementing changes resulting from studies and analysis.
- Oversees the development of comprehensive plans and programs for economic development, revitalization and energy for the county. Compiles, analyzes data, and prepares or requisitions narrative reports on community, workforce, and economic development.
- Confers with local authorities and other key stakeholders to devise and recommend strategies, projects, policies and metrics.
- In coordination with regional economic organizations, recommends governmental measures affecting economic development to the Board of Commissioners.
- Plans, organizes, assigns, directs, reviews and evaluates the work of staff. Oversees selection, training, and professional development of staff.
- Represents the County, City, and the unit on committees, boards, and with officials of local townships, cities and other political jurisdictions and representatives of business, industry and community groups.
- Works closely with elected and policy-making Boards and Commissions.
- Acts as a departmental spokesperson in areas to which assigned in public meetings, mass media and meetings with other governmental agencies.
- Uses standard office equipment in the course of the work. May drive a County or personal vehicle in the course of the work.

## **EMPLOYMENT QUALIFICATIONS**

### **Knowledge, Skills, and Abilities:**

- Administrative principles and practices, including goal setting, and program development and administration.
- Principles and practices of employee management and supervision.
- Contract negotiation and administration and the development and administration of grant funded projects.
- Applicable federal, state and local laws and regulations.
- Research, data analysis and report preparation techniques.
- Computer applications related to the work.
- Basic principles of budgetary administration and control.

- Standard office practices, including the operation of standard office equipment.
- Planning and directing the work of others and training others in work procedures.
- Performing professional level planning work including project development and implementation.
- Interpreting, applying and explaining complex laws, policies and regulations.
- Setting priorities, coordinating multiple projects and meeting critical deadlines.
- Using sound, independent judgment within established policy and procedural guidelines.
- Preparing clear, concise and effective written materials.
- Directing the maintenance of and maintaining accurate records and files.
- Representing the City and the County and making effective presentations to governmental, business and community groups.
- Entering and retrieving information from a computer with sufficient speed and accuracy to perform the required work.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Basic principles of public administration, including the functions of elected and policy-making Boards and Commissions.
- Experience with establishing and directing customer service efforts.
- Demonstrated ability to show collaborative efforts with multiple stakeholders.
- Demonstrated knowledge of and commitment to community and economic development.

### **LICENSES/CERTIFICATIONS**

Possession of a valid Michigan driver's license. Registration as a professional planner in the State of Michigan is desirable.

### **PHYSICAL DEMANDS**

Duties require sufficient mobility to work in a normal office setting and to travel away from the office to attend meetings and conferences, plus the ability to use standard office equipment including a computer, vision to read printed materials and a computer monitor and hearing and speech sufficient to communicate in person or over the telephone.

These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.

**EDUCATION**

Possession of a Bachelor's Degree in public administration, public policy, or related field. Master's degree preferred.

**EXPERIENCE**

Five (5) years of administrative experience in community or economic development functions.

This class description intends to identify the major duties and requirements of the job and should not be interpreted as all inclusive. Incumbents may be required to perform job-related duties other than those outlined above and may be required to have specific job-related knowledge for successful job performance.