

Economic Development Manager, Housing and Retail —exempt Grade 51

City of Muskogee

Created 2/2024



CLASS TITLE: Economic Development Manager, Housing and Retail

PURPOSE OF THE CLASSIFICATION:

Directs and manages the growth and development of the municipality within the limits of City ordinances and state statutes. This position develops, organizes and implements a comprehensive economic and community development strategic plan to promote the growth of the City's economic base, assists in the retention and expansion of existing businesses, supervises retail development consultants and vigorously seeks out new opportunities for the City. The major emphasis of this position will be to develop retail and affordable housing initiatives geared toward increasing additional retail sales and housing to meet the needs of all elements of the workforce. Work is performed under general direction and is subject to administrative review.

ESSENTIAL TASKS:

- Supervises the activities and operation related to economic development with an emphasis on business retention and attraction, retail and residential development, Brownfield redevelopment and entrepreneurial enhancement.
- Proposes strategic initiatives/programs to attract retail and residential development; monitors local, state and federal legislation relating to economic development.
- Responsible for establishing, maintaining and coordinating working relationships with federal, state, county and regional agencies involved in economic development, workforce education and training and retail consultants. Works in close coordination with the Planning and Community Development Department, City-County Port Authority, Greater Muskogee Area Chamber of Commerce, Main Street Muskogee and other organizations as directed by the City Manager.
- Implements, administers and/or assists in the development of joint economic development districts, tax incentive financing projects, business incentive programs, cooperative economic development agreements and urban renewal areas.
- Involved in the preparation and submission of applications for local, federal and state assistance, grants or incentives and ensures that such applications are materially and technically adequate and will administer or assist in the administration of such grants.
- Assists developers or potential new businesses in site analysis including development of demographic, tax, utility, zoning and other related information.
- Serves on the Subdivision Review Committee to assist and implement the economic and residential development.
- Prepares and presents marketing presentations, conducts tours, meets with new and existing business representatives, responds to businesses interested in relocating to or expanding in the city.
- Evaluates appropriate public participation and negotiates the City's position in public-private partnerships as directed by the City Manager.
- Develops, revises and administers the City's land banking and surplus property program.
- Prepares staff reports, informational items and agenda items for Finance Committee, Public Works Committee, City Council and others as required.
- Presents oral and written reports/presentations to City agencies, City Council, economic development interest groups and other interested parties including the general public.
- Operates office equipment such as fax machines, copiers and phone systems and uses computer for spreadsheets, word processing, database management and other applications; learns to operate new office technologies as they are developed and implemented.
- Performs other work as necessary and or as assigned.
- Must report to work on a regular and timely basis.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position.

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REPORTING RELATIONSHIPS:

Economic Development Manager, Housing and Retail reports directly to the City Manager.

Economic Development Manager, Housing and Retail does not have any direct reports or supervisory responsibilities.

QUALIFICATIONS:

Training and Experience: Graduation from a recognized college or university with a bachelor's degree in urban planning, public administration, urban affairs or closely related field and five (5) years' responsible experience involving economic development or urban planning coordination. Experience in economic development, obtaining, implementation, monitoring and evaluation of federal and state programs is highly desirable.

Knowledge, Abilities and Skills: Considerable knowledge of computers and electronic data processing; knowledge of modern office practices and procedures. Extensive knowledge of the principles and practices of urban planning, community and economic development, research and program design and considerable knowledge of the federal grant processes and procedures. Ability to analyze the effect of governmental actions on the City of Muskogee's operations; ability to effectively communicate both verbally and in writing; ability to plan, direct and coordinate a large and diverse organizational unit of professionals, sub-professionals, technical personnel, community leaders, organizations and the general public; ability to utilize the highest level of interpersonal skill in order to understand, select, develop and motivate people at any level within or outside the organization. Ability to understand, interpret, explain and apply laws, regulations, ordinances and policies.

Physical Requirements: The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job in compliance with the Americans with Disabilities Act (ADA) requirements. On a case by case basis, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, arm and hand steadiness and finger dexterity will be needed enough to use a keyboard and telephone. Occasional walking, standing, lifting and carrying of objects weighing up to ten (10) pounds, reaching, balancing, stooping, handling and climbing are required. Vision, speech and hearing sufficient to perform essential tasks. Punctuality and reasonable attendance is essential. Must submit to drug screening and fitness to work physical exam.

Licenses and Certificates: Possession of a valid Oklahoma Class D driver's license is required or ability to obtain within thirty (30) days of employment. AICP and/or CEcD Certification are highly desirable.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting; requires some travel to various city locations to conduct field studies and occasional travel outside of the city.

Notice: This classification is a "safety sensitive" position as defined by the United States Department of Transportation drug and alcohol testing regulations, the Oklahoma Standards for Workplace Drug and Alcohol Testing Act and/or the Oklahoma Medical Marijuana laws. As a "safety sensitive" classification the employee will be subject to drug and alcohol testing including random testing. Marijuana is one of the substances included in the drug panel screening. Possession of a medical marijuana license will not excuse the employee from the testing process or the consequences of testing positive for marijuana.

PAY: \$62,982 - \$91,187/yr. Excellent employee benefits (insurance, vacation leave, sick leave, retirement, holidays).

WORK HOURS: 8:00 a.m. to 5:00 p.m., Monday through Friday.

WORK LOCATION: City of Muskogee, City Manager's Office, 229 West Okmulgee Avenue, Muskogee, Oklahoma.

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RESUMES MAY BE SUBMITTED BUT WE REQUIRE OUR EMPLOYMENT APPLICATION BE COMPLETED ALONG WITH THE APPLICATION. We can also fax, email or mail one to you or you can pick one up from the City of Muskogee Human Resources Department at 505 Columbus Street, Muskogee, Oklahoma. Applications can be returned to the same address or by mail: City of Muskogee, Human Resources Department, P. O. Box 1927, Muskogee, OK 74402-1927; by fax: 918-684-6223; or by email: jkennedy@muskogeeonline.org. If you should have any questions, please call the Human Resources Department at 918-684-6221 or inquire in person at the address above or fax or email (above).

DEADLINE FOR APPLICATIONS: There is no deadline for applications for this position – it will be open until filled.

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