



# TOWN OF MANCHESTER



## POSITION AVAILABLE

### Economic Development Specialist

**\$73,391.38 - \$88,073.37**

**37.50 hours/week**

**Monday-Friday, 8:00 am – 4:30 pm**

**CLOSING DATE: Monday, January 30, 2023**

(Applications must be received in the Human Resources Department by 4:30 p.m.)

**SUMMARY OF POSITION:** Manchester is a vibrant, diverse small city of 60,000 residents and services as the commercial hub of the east-of-the-river Greater Hartford region. The successful candidate will be tasked with advancing several of the Town’s key economic development initiatives. Under general direction, the position: Facilitates and administers economic development efforts for the Town of Manchester. Establishes and maintains a working knowledge of available and potentially available commercial sites and opportunities. Engages with current and potential property owners, businesses, and the real estate community. Builds relationships with the business and development community to attract economic development to Manchester. The position will emphasize economic development work within Downtown Manchester, with approximately 50% of work dedicated to Downtown revitalization.

**DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES:** Knowledge of and experience in economic development, business, community revitalization, urban planning and/or commercial real estate. Ability to express oneself effectively in both oral and written form. Ability and desire to work with people of various cultural backgrounds. Strong problem-solving abilities, interpersonal skills, and diplomacy. Ability to manage a variety of tasks simultaneously and work on projects with committees or teams. Ability to develop a work program and carry out assignments independently in a timely manner. Ability to communicate effectively with businesses owners, real estate developers and the public. Ability to establish and maintain effective working relationship with Town officials, staff, and other agencies. Ability to utilize computers for data base management, budgeting, and word processing. Ability to use computer software programs including the Microsoft Office package.

**MINIMUM TRAINING AND EXPERIENCE** Bachelor’s degree in Business Administration, Urban Planning, Public Administration or Community or Economic Development or related field and three years’ experience in management, community or economic development, entrepreneurship, real estate and/or business development, urban planning, or related experience. Bilingual preferred but not required.

<b><u>EXAMINATION MAY CONSIST OF:</u></b>	<u>Parts</u>	<u>Weight</u>	<u>Passing Score</u>
	Oral Panel	100%	70%

Applications and job description are available on our website at <https://www.manchesterct.gov/Employment-Opportunities>. Applications must be received or post marked in the Human Resources Department by 4:30 p.m. on Monday, January 30, 2023. **No faxed or e-mailed resumes and/or applications will be accepted.**

The Town of Manchester shall not discriminate based on race, color, creed, age, sex, national origin, physical disability or sexual orientation. The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in the application or testing process, please contact the Human Resources Department.

The Town of Manchester is an equal opportunity employer and encourages applications from women, men, minorities, veterans and the disabled.

*The above posting is intended as a guide for personnel actions and must not be taken as a complete description of the position or the process.*

# TOWN OF MANCHESTER

## POSITION GUIDE

**Title:** Economic Development Specialist  
**Department:** Planning and Economic Development  
**Reports to:** Director of Planning and Economic Development

### **NATURE OF WORK**

Under general direction facilitates and administers economic development efforts for the Town of Manchester. Establishes and maintains a working knowledge of available and potentially available commercial sites and opportunities. Engages with current and potential property owners, businesses, and the real estate community. Builds relationships with the business and development community to attract economic development to Manchester. The position will emphasize economic development work within Downtown Manchester, with approximately 50% of work dedicated to Downtown revitalization.

### **ESSENTIAL JOB FUNCTIONS**

- Works to ensure Manchester maintains its reputation as a forward-thinking, creative community that is welcoming to innovation and a diverse business community
- Works to retain existing businesses and assist with expansion and other initiatives
- Solicits businesses in line with the Plan of Conservation and Development to encourage their location in Manchester.
- Creates and administers economic development grant and loan programs and other incentives
- Seeks out, applies for, and manages economic development grant opportunities from the state, federal government, and other entities
- Provides staff support to the Economic Development Commission, Redevelopment Agency and other Boards and Commissions as assigned.
- Builds a network of property owners, real estate agents and developers.
- Develops and maintains economic development messaging and targeted marketing materials via the Town website, social and other media
- Assists businesses and developers through the municipal permitting process.
- Coordinates Town efforts with the Downtown Special Services District and WORK\_SPACE staff.
- Recommends and assists with coordination of Downtown capital improvements
- Tracks development interest and success.

### **OTHER JOB FUNCTIONS**

- Performs professional and administrative work for other projects as assigned.
- Provides guidance related to development incentives, regulations, and application procedures.
- Researches and creates reports to keep local officials informed of potential economic development issues, problems, trends, opportunities, and economic indicators.
- Maintains and presents economic data on businesses and commercial real estate.
- Represents Manchester to the business community.
- Addresses business and civic groups on economic development issues.
- Performs other duties as assigned.

**DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of and experience in management and administration.
- Knowledge of urban planning and/or commercial real estate.
- Proficiency in using various social media for marketing and communications tools.
- Ability to express oneself effectively in both oral and written form.
- Ability and desire to work with people of various cultural backgrounds.
- Strong problem-solving abilities, interpersonal skills, and diplomacy.
- Ability to manage a variety of tasks simultaneously and work on projects with committees or teams.
- Ability to develop a work program and carry out assignments independently in a timely manner.
- Ability to communicate effectively with businesses owners and the public. Ability to establish and maintain effective working relationship with Town officials, staff, and other agencies.
- Ability to utilize computers for data base management, budgeting, and word processing.
- Ability to use computer software programs such as those in the Microsoft Office package, with knowledge of Excel and Word to create reports and documents.

**PHYSICAL AND MENTAL EFFORT/ENVIRONMENTAL AND WORKING CONDITIONS**

- Must be mobile and able to perform moderately difficult manipulative skills such as using a computer.
- Must be able to push/pull/lift objects of less than 20 pounds, and able to sit for prolonged periods.
- Must be able to see objects closely, as in reading a report.
- Must be able to hear normal sounds with some background noise, as in answering a telephone, and be able to communicate through human speech.
- Must be able to concentrate on fine detail with some interruption, attend to task for more than 60 minutes at a time, and remember multiple assignments for long periods of time.
- Must be able to understand and relate to specific ideas, usually several at a time, and to understand and relate to theories behind several related concepts.
- Ability to get along with co-workers, supervisors, customers, and the public at large.

**MINIMUM TRAINING AND EXPERIENCE**

- Bachelor's degree in Business Administration, Urban Planning, Marketing, Communications, Public Administration or Community or Economic Development or related field and three years' experience in management, community or economic development, entrepreneurship, real estate and/or business development, urban planning, or related experience.
- Bilingual preferred but not required
- Suitable experience may be substituted for educational attainment if deemed appropriated by the General Manager or his designee.

THE ABOVE DESCRIPTION IS ILLUSTRATIVE. IT IS INTENDED AS A GUIDE FOR PERSONNEL ACTIONS AND MUST NOT BE TAKEN AS A COMPLETE ITEMIZING OF ALL FACETS OF ANY JOB

Approved, Board of Directors: Action 253-22: November 1, 2022