



City of Hamtramck
3401 Evaline Avenue
Hamtramck, Michigan 48212
313/800-5233 ext 348

Invites applications for the position of:
Economic Development Executive – 1099 Contract Role
An Equal Opportunity Employer

Job Description Summary:

The primary function of the Economic Development Executive is to apply a strategic focus to the plans and programs fostering the economic development and redevelopment of the City of Hamtramck. Focus areas include recruitment, real estate development, finance, marketing, promotions, and planning. The Economic Development Executive is responsible for developing, implementing and supervising programs to increase and diversify the City's economic base, increasing tax revenues by targeting and attracting new businesses and assisting existing businesses in expansion/retention.

Essential Functions.

The following duties are normal for this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Directs, implements, manages, and supervises the programs, operations, activities, budget, and any employees of the Economic Development Department, charged with increasing and diversifying the City's economy and tax base by attracting new business and industry and assisting existing business in expansion/retention.
- Deals with individual business situations while maintaining a macro-level perspective on the City's economy; studying, analyzing, and reporting market trends.
- Responsible for directing varied assignments in the field of economic development which requires skill in business recruiting, real estate development, finance, marketing, and planning.
- Develops innovative programs to help developing businesses with financing and resources.
- Develops new business "how-to" guide, helping new business owners navigate City permitting processes and leverage site-specific assets.
- Identifies and promotes special characteristics and culture of business corridors.
- Supervises the preparation of work programs, applications and contracts for economic development projects; develops and monitors Division budgets.
- Applies expert judgment to the analysis of opportunities and threats facing the local economy, advising City management and council on emerging and existing economic development issues.
- Performs economic development and planning duties to implement the City's goal of broadening its retail, commercial, and industrial base.
- Forges and maintains partnerships with community organizations, stakeholders and businesses.
- Coordinates with City administrative and management staff on city policy issues.
- Works with the City Planner to develop urban planning and design policies that complement economic and community development.
- Facilitates the City's economic development and expansion objectives.
- Develops methodology to target businesses for recruitment.
- Represents the City as a liaison in local and regional economic development, retail, business, and related associations and at meetings, conferences, and trade shows; represents the City on



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- the Downtown Development Authority and other City Boards as necessary.
- Collaborate with City of Hamtramck, state agencies, and community organizations, including:
 - City of Hamtramck Building Department and City Clerk's Office
 - Hamtramck Downtown Development Authority
 - Wayne County
 - Michigan Economic Development Corporation (MEDC)
 - Michigan State Housing and Development Authority (MSHDA)
 - Prepares and monitors division annual budget.
 - Directs division responses to customer inquiries and research.
 - Supervises preparation of information packets, promotional materials, and website information including economic, statistical, financial, population growth, demographic, and other information for public dissemination.
 - Provides site analysis information, including demographic, tax, fee, development, and related information.
 - Assists existing businesses providing information on market trends, funding opportunities and business building.
 - Maintains records and databases of business prospects and contacts.
 - Presents oral and written reports to the City Council, economic development interest groups, other interested parties, and the public.
 - Perform other related duties as required.

Knowledge, Skills and Abilities:

- Principles, procedures, and strategies of economic and community development and analysis in a government environment, planning and zoning, demographics, economic trends, forecasts, impacts, and related principles and procedures.
- State laws, municipal ordinances and policies which relate to economic development.
- Modern research methods, principles, and procedures of economic and community development.
- Statistical and financial analyses and presentation.
- Database development, maintenance, and presentation.
- Computer software and applications related to land use and economic planning and development procedures.
- Local, regional, and federal economic development programs and policies, including grants and other funding sources.
- Supervisory skills and training methods.
- Budgeting procedures.

Ability to:

- Identify, participate in, support, and promote neighborhood outreach and community partnerships.
- Effectively supervise staff of professional, technical, and administrative employees, when needed.
- Present complex statistical data, facts, and conclusions in writing, and verbally.



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- Read and interpret economic, marketing, statistical, and analytical documents, reports, research material and information, blueprints, and maps.
- Prepare oral, written, and graphic reports, documents, brochures and pamphlets, maps, and related planning and economic development documentation.
- Negotiate development agreements, when needed.
- Plan and implement economic development programs and strategies.
- Establish project priorities and manage diverse and numerous ongoing projects.
- Operate standard office equipment including a personal computer using program applications appropriate to assigned duties.
- Communicate effectively and establish and maintain effective working relationships with other City departments, the public, developers, business owners, citizen groups and other employees.

Requirements:

- Bachelor's Degree from an accredited school in Urban Planning, Economic Development, Public or Business Administration, or a related field; a Master's degree preferred.
- Five to Seven (5-7) years of progressively responsible experience in economic development work of which at least two years have been in a supervisory and administrative capacity, in a medium-sized community.
- An entrepreneurial spirit with a proven track record of successfully developing and implementing vision and strategy for a growing Economic Development department.
- Must be enthusiastic and forward thinking with a high level of energy and a "make things happen" personality.
- Experience working with public officials, state and federal agencies, community residents and the business community.
- Any equivalent combination of acceptable experience and training which provides the knowledge and abilities necessary to perform the work.

Compensation: DOQ

Application Process: Submit resumes to HR@hamtramckcity.com.



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