

Job Title: Economic Development Director/Project Manager	Hours per week: 35	FLSA Status: Exempt
Reports to: Town Manager	Department: Economic Development	Grade: N/A
Created date: 08/25/23		
Approved by Town Manager Date:	<i>Town Manager Signature</i>	
Approved by Union/Association Date:	<i>Union President Signature</i>	
Revised date:	<i>Town Manager Signature</i>	
Revision Approved by Union/Association date:	<i>Union President Signature</i>	

**TOWN OF STOUGHTON
ECONOMIC DEVELOPMENT DIRECTOR/PROJECT MANAGER**

Statement of Duties

Administrative, supervisory and technical work in monitoring, advising, and directing the Town's business environment and economy; provides advice and assistance to Town officers and Boards on developing, implementing, and coordinating business expansion, business retention and economic opportunities; provides leadership to professional and support staff as well as consultants in the preparation of comprehensive, long range, community and economic development plans for the Town of Stoughton; builds working relationships within the community and throughout the region to foster economic growth; all other related work as required.

Supervision

Works under the administrative direction of the Town Manager with duties and responsibilities defined by the Town Manager in accordance with the Town Charter, Massachusetts General Laws, and local bylaws.

Performs highly responsible functions of a complex and technical nature requiring the significant exercise of judgment and initiative to ensure that all municipal financial transactions conform to law and to professional standards; works independently within established policies and procedures; assumes direct accountability for departmental results.

Job Environment

Work is performed under typical office conditions; attends evening meetings as needed. May be required to work outside of normal business hours including weekends during cyclical periods.

Operates computer and general office equipment, such as calculator, copier, and facsimile machine.

Work requires contact with business organizations, regional organizations, business owners and developers, and the general public; regular contact with all town departments, and state, county, and federal government.

Has access to all town-wide confidential information, such as bid proposals, financial records, loan documents, contract information, and TIF (Tax Increment Financing) and PILOT (Payment In Lieu Of Taxes) agreements.

Errors are difficult to detect and could result in excessive costs, major financial losses from

unauthorized expenditures, failure to receive funds due, or deterioration of the town's financial position; errors may also result in legal ramifications.

Essential Functions

The essential functions or duties listed below 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 if the work is similar, related, or a logical assignment to the position.

- Serve as Project Manager for Economic Development Projects and Special Projects as assigned by Town Manager
- Serve as Grant Manager - monitors opportunities available to local government and coordinates efforts of Town Departments
- Serve as Legislative Liaison to the State and Federal Government
- Assess community needs and recommends goals for Economic Development
- Coordinate and implement the Town's Economic Development initiatives
- Develop and undertake business retention and recruitment activities
- Review proposed Tax Increment Financing and Payment in Lieu of Taxes proposals
- Work on Downtown Revitalization initiatives and specific Downtown projects
- Work to market the community to potential developers and businesses
- Represent the Town at public and /or neighborhood meetings as required
- As directed by the Town Manager participate in special projects, studies and community development projects
- Maintain relationships with financial institutions through the Stoughton Bank Consortium
- Develop and maintain Economic Development tools including the Stoughton Business and Permitting Guide, Business Directory, Economic Development Webpage and Discover Stoughton MA App
- Provide resources to startups and existing businesses (business planning, financial resources, mentoring, workforce development and training)
- Maintain relationship with MassDevelopment, Mass Office of Business Development, the MA Executive Office of Economic Development and the MA Executive Office of Housing and Livable Communities
- Participate in meetings related to Economic Development including MAPC, OCPC, MEDC, Regional Economic Development Groups, etc.
- Work with Consultant to Manage Municipal Aggregation Plan/Stoughton Community Choice Power Supply Program
- Serve as Film Liaison for the Town of Stoughton to MassFilm. and Production Companies
- Serve as Friends of Stoughton Center Technical Advisor
- Manage Foreclosure Prevention Program
- Perform other duties as assigned

Recommended Minimum Qualifications

Education and Experience

Bachelor's Degree planning, economics, business administration or related field; five years of progressively responsible experience in planning or economic development; or an equivalent combination of education and experience. A master's degree in planning, business administration or related discipline will be given preference.

Knowledge, Ability and Skill

Knowledge:

- Thorough understanding of economic development/planning principles and practice
- Experience in community/economic development
- Working Knowledge of Commercial Real Estate
- Experience with financing strategies, including TIFs and PILOTS
- Working knowledge of urban design and zoning
- Working knowledge of computer applications for municipal planning, grant writing, and financial management
- Experience with the organization of community and working groups, public outreach and education

Ability:

- Ability to read engineered and architectural plans
- Ability to analyze and interpret financial and economic data and to present findings clearly in written and oral form
- Ability to establish and maintain cooperative relationships with town officials, governmental representatives as well as business and commercial property owners
- Ability to determine work priorities and to meet established schedules and deadlines.

Skill:

- Skill in working with numbers and detail.
- Excellent analytical and communication skills
- Computer skills including proficiency with intermediate spreadsheet analysis, database updating, report generation, internet research and virtual meeting platforms

Physical and Mental Requirements

- Minimal physical effort required to perform functions under typical office conditions
- Position requires the ability to operate a keyboard and standard office equipment at an efficient speed. The employee is required to use hands to finger, handle or feel objects tools, or controls, and to reach with hands and arms
- The employee is frequently required to sit, talk, and hear
- Occasionally may be required to lift objects up to 30 pounds
- Specific vision requirements include close vision, distance vision, and the ability to adjust focus

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirement of the job change.