

**CITY OF DALLAS
ECONOMIC DEVELOPMENT DIRECTOR**

Under general administrative direction, the Director of Economic Development is responsible for planning, directing, managing, and overseeing the activities and operations of the Office of Economic Development, including strategic planning in alignment with the City's overall strategic priorities, implementing financial incentives, developing small business outreach programs and executing marketing and development services. The incumbent will coordinate assigned operational activities in collaboration with other City departments and outside agencies and provide highly responsible and complex administrative support to the City Manager's Office on economic development matters. The Director exercises direct supervision over staff.

Essential Job Functions

- Assumes full management responsibility for all department services and activities, including financial, small business outreach, and marketing and development services; and recommends and administers policies and procedures.
- Manages the development and implementation of department goals, objectives, policies, and priorities for each assigned service area; establishes, within City policy, appropriate service and staffing levels; and allocates resources accordingly.
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; and identifies opportunities for improvement, and directs the implementation of changes.
- Acts as official departmental representative to other City departments, City Manager's Office, elected officials, and outside agencies; explains, justifies, and defends department programs, policies, and activities; and negotiates and resolves sensitive, significant, and controversial issues.
- Selects, motivates, and evaluates department staff; provides or coordinates training and works with employees to correct deficiencies; and implements and administers disciplinary and termination procedures.
- Plans, directs, and coordinates, through subordinate-level staff, the department work plan; meets with management staff to identify and resolve problems; assigns projects and programmatic areas of responsibility; and reviews and evaluates work methods and procedures.
- Manages and participates in the development and administration of the department budget; estimates funds needed for staffing, equipment, materials, and supplies; directs the monitoring and approval of expenditures; and directs the preparation and implementation of budgetary adjustments as necessary.
- Coordinates departmental activities with those of other departments and outside agencies and organizations; provides support to City Manager's Office and City Council; and prepares and presents staff reports and other necessary communications.
- Responds to and resolves sensitive inquiries and complaints from both internal and external sources.
- Reviews and signs all higher-level department communication, including ordinances and contracts.

- Attends City Council meetings and takes necessary action regarding Council agenda items.
- Develops, coordinates, and implements strategies and programs to promote Dallas to outside businesses.
- Prepares and implements special strategies and action plans in marketing/promotional efforts for priority areas within the City, often in conjunction with community-based organizations.
- Works with existing businesses in terms of expansion opportunities.
- Assesses State and local economy for strengths and weaknesses to assist in strategy formulation and program development.
- Develops and manages programs to assist new and expanding businesses in obtaining financing and to provide financial incentives to encourage companies to locate in priority areas.
- Oversee the Dallas Development Fund, the South Dallas Fair Park Trust Fund, [and the City of Dallas Housing Finance Corporation?].
- Manages a service that provides information, advice, advocacy, and other assistance required by businesses to expedite government processes and procedures.
- Promote international trade and EB-5 investment through the City of Dallas Regional Center.
- Performs related duties and fulfills responsibilities as required.

Job Requirements

- Master's Degree from an accredited college or university with major coursework in Business Administration, Public Administration, Planning, or a related field.
- Eight (8) years of increasingly responsible professional experience in owning a business or in public sector management, including;
- Three (3) years of administrative or supervisory responsibility; OR
- Equivalent combination of education and experience.
- Valid Class 'C' Texas Driver's License.

Knowledge, Skills, and Abilities

- Knowledge of operational characteristics, services, and activities of an economic development program.
- Knowledge of real estate development financing principles for public sector sources of funds including but not limited to: Tax Increment Finance, Chapter 380 Incentives, P3, New Market Tax Credit, EB-5, SBA 7A/504, HUD Section 108, Public Improvement Districts, Neighborhood Empowerment Zones, and Community Development Block Grant.
- Knowledge of organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Knowledge of advanced principles and practices of municipal budget preparation and administration.
- Knowledge of principles of supervision, training, and performance evaluation.
- Knowledge of organization, function, and authority of various City departments.
- Knowledge of pertinent Federal, State, and local laws, ordinances, statutes, and regulations.

- Knowledge of procedures for planning, implementing, and maintaining a variety of programs aimed at assisting industries in prospective relocations, expansions, or creations of new businesses.
- Knowledge of recent developments, current literature, and other relevant sources of information related to the economic conditions of the City.
- Skill in operating a personal computer and utilizing office software.
- Ability to develop, implement, and administer goals, objectives, and procedures for providing effective and efficient services for the City.
- Ability to analyze problems, provide alternatives, identify solutions in support of established goals, project consequences of proposed actions, and implement recommendations.
- Ability to identify and respond to community and City Council issues, concerns, and needs.
- Ability to prepare and administer a complex departmental budget and allocate limited resources in a cost-effective manner.
- Ability to research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Ability to provide administrative and professional leadership and direction to subordinate staff.
- Ability to communicate clearly and effectively, both verbally and in writing.
- Ability to prepare and present clear and concise administrative and financial reports.
- Ability to establish and maintain effective working relationships with City staff and officials, other government officials, community groups, the general public, and media representatives.

Physical Requirements

Physical requirements include visual acuity, speech, and hearing; hand and eye coordination and manual dexterity necessary to operate computer keyboard and basic office equipment. Subject to sitting and standing to perform the essential functions. Working conditions are in an office environment.

Salary

The City provides an excellent management benefits package.

This announcement lists the general salary range for Director II classification only.

How to Apply

Interested qualified candidates must submit an application online via NeoGov at: www.governmentjobs.com/careers/dallas

*** Applications must be complete, including previous salary history and required references. A resume and letter of interest are recommended. All documents must be attached at the time of submission for consideration. A resume should be submitted as supplemental documentation only and will not be considered as a primary application**

for the position. Incomplete applications may not be considered. Application must be submitted by the deadline noted on the NeoGov application submission site.

*The City of Dallas is an Equal Opportunity Employer. Women and minorities are encouraged to apply.
Under the Texas Public Information Act, information from your resume may be subject to public disclosure.*