



TOWN OF PLAINFIELD
invites applications for the position of:
Redevelopment Director

An Equal Opportunity Employer

SALARY: \$70,000.00 - \$90,000.00 Annually

OPENING DATE: 02/28/17

CLOSING DATE: 03/31/17 11:59 PM

GENERAL PURPOSE:

The Redevelopment Director is responsible for strategic planning, community redevelopment, serving the public interest, intergovernmental operations and cooperation, real estate expertise, and project coordination

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Creates and implements strategies for attracting and retaining businesses in a targeted redevelopment area within the Town. Designs similar strategies to attract inward capital investment.
2. Fosters and facilitates redevelopment, new development, or investment by the public and private sectors. Develops public and private partnerships for the purpose of redevelopment projects.
3. Manages property leases and advises the Executive Director on property divestment strategies.
4. Serves as project coordinator on redevelopment projects, as assigned.
5. Conducts comprehensive studies of a redevelopment area to include information such as resources, populations, physical condition, existing commercial and residential attributes or detriments, etc. for use in planning economic development and redevelopment activities including the production of informational and promotional materials.
6. Develops strategies and actions to facilitate the redevelopment process by eliminating and/or mitigating conditions detrimental to economic growth and creating conditions favorable to private sector investment.
7. Publicizes, promotes, and encourages participation in programs concerning the redevelopment area.
8. Collects, compiles, and presents available data pertaining to activities or trends affecting or expected to affect the redevelopment area.
9. Prepares and processes reports, files, documents, and other materials as necessary for programs to comply with statutory requirements; monitors legislation; and apprises the Redevelopment Commission (RDC) of pertinent changes.
10. Serves as staff support for the RDC, coordinates the preparation of the meeting agenda, and related materials.
11. Researches, coordinates, prepares, and submits applications for appropriate available government funding for redevelopment and economic development activities.
12. Coordinates with citizen groups and property owners in the redevelopment area through the distribution of literature or a personal presentation about the duties, goals and plans of the RDC in order to build community consensus and support for RDC activities.
13. Researches current trends and innovations in redevelopment and economic development practices as described in professional conferences, seminars and publications, and distributes such information to the RDC members and other interested parties.
14. Assists in assessing revenue sources and assists in preparing annual operating and capital budgets.

15. Makes presentations to the public, business, and civic groups, government officials, Town Council, and RDC.
16. Ensures compliance with the code and procurement policies and procedures by reviewing and monitoring procurements conducted by any designee, department, or official.
17. Completes administrative duties to include: attending meetings, reviewing statistics and reports, completing various reports, answering inquiries, etc., as needed.
18. Maintains an effective communication process with the Executive Director.

REQUIREMENTS:

Bachelor's degree (B.A. /B.S.) from a four-year college or university in economic development, urban and regional planning management, business administration, marketing, public relations, or related field: and six years related experience and/or training; or equivalent combination of education and experience. Master's degree is desired. Experience working in political environments, real estate development, and redevelopment including planning, project financing, public finance, and statistical analysis or any combination of education and experience that provides the required knowledge, skills and abilities.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

- Computer software skills required include: Microsoft Outlook, Word, Excel, PowerPoint, Adobe, Bluebeam, and Geographic Information Systems (GIS) software.
- A thorough knowledge and understanding of economic development and redevelopment principles, practices, and procedures is required.
- A thorough knowledge of economic development and redevelopment programs, methods for Implementation, and pertinent funding sources is required.
- Knowledge of local, county, state and federal agencies is required.
- Knowledge of the principles and practices of public administration as it relates to redevelopment programs and projects is required.
- The ability to direct and participate in complex studies, to analyze complex information and to formulate substantive recommendations is required.
- The ability to identify problems and devise solutions to allocate resources effectively is required.
- The ability to prioritize and manage multiple tasks simultaneously is required.
- The ability to communicate effectively, using verbal and written means, with individuals and large groups is required.
- The ability to interpret laws, rules, and regulations is required.
- The ability to create and implement clear objectives in a strategic plan is required.
- The ability to establish and maintain effective working relationships with other employees, public officials, professional and business groups, and the general public.
- A working knowledge of the terminology used in the building construction field is required.
- The ability to provide guidance, assistance and interpretation regarding the application of procedures and standards to specific situations is required.
- The ability to exercise discretion in identifying and selecting from alternative courses of actions is required.
- The ability to make sound and rational decisions including exercising independent judgment within established protocols and guidelines is required.
- The ability to enforce rules and follow all established protocols and guidelines is required.
- A comprehensive understanding of accounting principles and practices and report writing, while paying close attention to detail is required.
- The ability remain current with all required licenses, certifications and in-service requirements is required.
- The ability to speak, read and write in English is required. Spanish is desired.