

**POSITION DESCRIPTION
CITY OF NOBLESVILLE, INDIANA**

POSITION: Economic Development Manager
DEPARTMENT: Economic Development
WORK SCHEDULE: 8:00 a.m. - 4:30 p.m., M-F
JOB CATEGORY: PAT (Professional, Administrative, Technological)

DATE WRITTEN: October 2021 **STATUS:** Full-time
DATE REVISED: September 2023 **FLSA STATUS:** Non-Exempt

The City of Noblesville, Indiana, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals with disabilities.

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required.

This position serves as Economic Development Manager in the Economic Development Department responsible for marketing the city of Noblesville and creating relationships with various companies to recruit and retain new businesses and capital investments.

ESSENTIAL JOB FUNCTIONS:

Promotes the city of Noblesville to prospective companies and their advisors. Establishes, expands, and maintains pipeline of companies interested in making capital investments and creating jobs in Noblesville, including recommending plans and actions to create extensive relationship building. Requests and utilizes business intelligence to identify target companies for recruitment.

Designs, implements, and monitors the success of city economic development programs such as business attraction, business retention, small business assistance, workforce development, commercial/residential revitalization, and marketing.

Builds strong relationships with site consultants, real estate professionals, tax/credit consultants, corporate decision makers, and other professionals that impact location and investment decisions. Maintains partnerships with industry organizations, governmental agencies, philanthropic organizations, and other partners to leverage expertise and pipeline for business recruitment efforts.

Assists commercial brokers and site locators in locating tenants for key development sites and buildings, including providing necessary data and submission of proposals. Assists with ongoing project management after procuring businesses leads. Works closely with department members and develops a deep understanding and knowledge of existing businesses to deliver excellent work product.

Prepares written and oral reports for committees, commissions, and other governing bodies.

Identifies and manages the preparation submission of grant proposals and other funding economic development activities.

Updates and analyzes city economic development data, and develops efficient methods of maintaining current, needed data on real estate trends, employment/training efforts, and related issues. Researches targeted markets, geographies, and industries in order to develop action plans to support the department's strategic direction. Requests and utilizes business intelligence to identify target companies for recruitment.

Manages and attends events, workshops, and tradeshow to market the city of Noblesville to decision makers. Serves as an outward-facing spokesperson for ongoing economic development.

Coordinates the preparation and implementation of special projects as assigned.

Periodically attends training seminars as needed.

NON-ESSENTIAL JOB FUNCTIONS:

Performs related duties as assigned.

I. JOB REQUIREMENTS:

Baccalaureate Degree from an accredited college or university with major course work in business, communications, public relations, marketing, economics, real estate development, or a related field, and a minimum of three years of related experience required, or equivalent combination of education, professional development, and demonstrated experience.

Working knowledge of economic development strategies and planning techniques, consensus building, and business principles.

Working knowledge of and ability to develop programs for procedures and implementation of economic developments, Tax Abatements, tax increment financing (TIF), and Development Agreements.

Working knowledge of and ability to make practical application of financial and accounting principles, ability to perform relevant arithmetic and algebraic calculations, and maintain accurate records and creating related reports.

Working knowledge of Standard English grammar, spelling and punctuation, and ability to type with speed and accuracy, and properly operate a variety of standard office equipment, including computer, printer, telephone, copier, calculator, and scanner. Working knowledge of backend website editing, Adobe Creative Cloud, and Microsoft Office Programs, such as Word, Excel, Outlook, Teams, and SharePoint.

Ability to maintain confidential information and present a professional demeanor.

Possession of excellent persuasive skills and the ability to be calm under pressure.

Ability to work on several tasks at the same time and complete assignments effectively amidst frequent distractions and interruptions. Ability to respond promptly to client needs and meet commitments.

Ability to understand and follow written and oral instructions, plan and layout assigned work projects, and work alone or with others in a team environment with minimum supervision, often under time pressure.

Ability to make practical application of department policies and procedures, City Master Plan, state laws and local ordinances regarding land use, building construction, and occupancy.

Working knowledge of the *City of Noblesville Civilian Employee Personnel Policy Handbook* and ability to apply these regulations/standards to employment.

Ability to regularly work extended hours, occasionally work evening hours, and occasionally travel out of town for conferences, sometimes overnight. Position may also require flexible working hours to properly deal with clients and other outside governmental agencies.

Possession of a valid Indiana driver's license, a demonstrated safe driving record, and must remain insurable through the City's liability insurance carrier. (Refer to the Civilian Personnel Policy for additional information.)

II. RESPONSIBILITY:

Incumbent applies legal policies and procedures to individual cases with many variables and considerations. Incumbent receives general supervision from Economic Development Director, discussing unprecedented situations with supervisor as needed. Incumbent's decisions and work are reviewed primarily for soundness of judgment and effect on department goals and objectives.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other City departments and officials, various boards/commissions/committees, developers/economic development entities, the media, and members of the public for purposes of exchanging and explaining information, interpreting and enforcing ordinances.

Incumbent reports directly to the Economic Development Director.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment involving sitting for long periods. sitting and walking at will, lifting/carrying objects weighing less than 25 pounds, close/far vision, hearing sounds/communication, and handling/grasping/fingering objects. Incumbent occasionally works extended hours and occasionally travels out of town for training/seminars, sometimes overnight.