



**Director**  
**Department of Economic & Community Development**

**Class Title:** Director  
Department of Economic & Community Development

**Class Definition:** Highly responsible professional performing a variety of supervisory, administrative, and professional work in development and implementation of economic development plans, programs, and services for the City, the Redevelopment Authority, and the Greater Easton Development Partnership. A person in this position works under the direct guidance of the City Administrator and the Mayor.

**Essential Duties, Knowledge, and Responsibilities:** Including the following, other duties may be assigned. These duties are not intended to be all inclusive or exclusive, just illustrative of the kind of work to be performed. This job description does not constitute an employment agreement and is subject to change by the employer as the needs and requirements of the job change.

- Develops short and long range economic development plans
- Gathers, interprets, and prepares data for studies, reports and recommendations; Conducts technical research studies to project trends, and monitor socio-economic data
- Provides technical and professional advice; makes presentations to supervisors, boards, various groups, and the general public; prepares promotional materials
- Develops and maintains a comprehensive inventory of available buildings and sites in the community for economic development purposes
- Prepares and maintains information on utilities, taxes, zoning, transportation, community services, and financing tools
- May act as the City's representative at meetings or liaison between other organizations and promote the City's interests and objectives
- Monitors local, state, and Federal legislation and regulations relating to economic development
- Provides staff support as needed and assigned to Planning Commission, Redevelopment Agency Board, or other agencies
- Serves when assigned as a member of an economic development task force composed of private, local, county or state groups
- Prepares, writes and administers grant applications related to economic development; coordinates and manages professional service contracts as assigned
- Attends professional development workshops and conferences to keep abreast of trends and developments in the field of municipal planning
- Considerable knowledge in business development, economic development, municipal zoning and infrastructure, HUD Community Development Block Grant and other urban development programs
- Ability to communicate and work effectively orally and in writing with industrialists, architects, contractors, developers, owners, supervisors, employees, and general public
- Working knowledge of computer software such as Word, Excel, and GIS applications

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job. Reasonable accommodations may be made to individuals without creating undue hardship or a direct threat to the workplace safety, to perform the essential functions.

Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer, copier and printer. Some outdoor work is required in the inspection of various land use developments and construction sites. Strength to lift and carry materials and equipment up to 25 pounds, specific vision abilities to read printed materials, and a computer screen; and hearing and speech to communicate in person, over the telephone.

**Minimum Qualifications Required:** Bachelor's degree in planning, urban design, land-use planning, business or public administration, economics, marketing, finance, or a closely related field. A Master's degree in closely related field strongly preferred; and 5 years experience in previous economic development experiences at the local or regional level with experience in financing and loan programs as well as availability of state and local grants and funding. Must possess a valid PA State driver's license or ability to obtain one within six months.

The successful applicant will be subject to an extensive background check before employment.

For more information and how to apply, please visit <https://easton-pa.com/employment.html>

**Deadline is Nov. 2, 2018**