



JOB DESCRIPTION

JOB TITLE: Economic Development Director

DEPARTMENT: Community Development

REPORTS TO: Director of Community Development

SUPERVISES: None

GRADE: 6 ADMIN TECHNICAL N/A

POSITION CLASSIFICATION: REGULAR NON-REGULAR
 EX SALARY NX HOURLY OTHER
 FULL TIME PART TIME VARIABLE

Position Purpose

This is a highly skilled and professional position working under the general supervision of the Director of Community Development. The Economic Development Director is responsible for directing and managing a comprehensive program of economic and community development designed to attract, preserve, and promote desirable economic growth in the Town of Gorham. Objectives are met through engaging in a variety of strategic activities, such as building partnerships with community agencies involved in economic development, downtown revitalization, and community improvement; preparing grant applications for area public improvements and rehabilitation of commercial and residential properties; and serving as a resource for businesses and community organizations.

Primary Duties & Responsibilities (Illustrative Only)

The essential job functions and 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.

- Develops, advances, and updates economic development plans and strategies that provide positive economic impact and align with the Town’s values and vision.
- Cultivates and maintains effective working relationships with existing business, service, and industrial firms to assist them in their operations and expansion planning.
- Manages business recruitment and retention, including meeting with business and real estate representatives to review site alternatives, facilitate the review process, and develop marketing materials as appropriate.
- Participates in local and regional economic development committees and events. Communicates and meets regularly with local business advocacy and economic development groups.
- Prepares plans, reports, and recommendations that are relative to short- and long-term community and economic development issues for the Planning Board, Town Council, and other Town committees as directed.



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- Under the direction of the Director of Community Development, maintains liaison with various State and Federal agencies and coordinates projects with agencies such as U.S. Department of Housing and Urban Development, U.S. Environmental Protection Agency, Maine State Housing Authority, Maine Department of Transportation, Maine Department of Environmental Protection, and the Maine Department of Economic and Community Development.
- Identifies resources to assist in business attraction, expansion, and retention, including Tax Increment Finance initiatives, revolving loan funds, grants, and contacts with other resource agencies.
- Manages and implements proposals and applications for grants, contracts, and other documents related to economic development.
- Assists businesses and individuals through the regulatory and permitting process at the local, state, and federal levels.
- Provides assistance to businesses submitting loan applications to the Town's revolving loan fund and assists in the management of said fund.
- Serves as liaison to the Gorham Economic Development Corporation and may serve as President of the Corporation under its bylaws, if appointed.
- Maintains and manages an inventory of industrial and commercial lands, buildings, and businesses.
- Spearheads special projects and studies, such as industrial and commercial development proposals.
- Assists the Director of Community Development and Town Manager in the development and implementation of branding and marketing activities for the Town of Gorham.
- Maintains a macro-level economic perspective by studying market trends and identifying opportunities and threats facing the local economy.
- Coordinates staff support to the Gorham Economic Development Corporation, the Gorham Village Alliance, and other boards and committees as needed.
- Communicates and collaborates regularly with the Town Manager, Director of Community Development, and other key stakeholders.
- Attends meetings and events during and outside normal working hours as needed.
- Performs other related duties as assigned.

Minimum Qualifications (Recommended)

Education, Training, and Experience:

Minimum of a Bachelor's degree in planning, community or economic development, public administration, or related field required. Master's degree preferred.



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A minimum of 5 years of progressively responsible state and/or local government experience in economic or community development, public policy and management, or related fields required. Any equivalent combination of education, training, and/or experience that provides the necessary knowledge, skills and abilities may be considered.

Knowledge, Skills, and Abilities:

- Demonstrated knowledge of community planning and zoning, economic development, and enforcement of local and State codes and ordinances.
- Possesses thorough knowledge of state and local grant processes that relate to economic development.
- Demonstrated experience in intergovernmental relations working with appropriate local, regional, state, and federal jurisdictions and agencies in a constructive manner.
- Solid understanding of economics with the ability to analyze community improvement needs and coordinate related activities.
- Superior oral, written, and interpersonal communication skills.
- Strong public relations and public speaking skills with the ability to communicate a clear, visionary, and persuasive message regarding economic development in the Town of Gorham.
- Strong analytical skills with the ability to evaluate the implementation of policy actions and alternatives.
- Proven problem-solving and negotiation skills with the ability to resolve complex issues in a creative, calm, respectful, and positive manner.
- Intermediate to advanced skill and proficiency in the following computer software/applications: Microsoft Office: Word, Excel, and PowerPoint; Google: Gmail, Calendar, and Drive; and GIS.
- Ability to effectively leverage innovative technology, social media platforms, and marketing tools to promote the Town's economic development initiatives and successes.
- Knowledge of the Town's public and private infrastructure.
- Ability to effectively manage consultant teams, vendors, and contractors working for the community.
- Ability and willingness to conduct business in an ethical manner at all times and maintain a positive attitude and commitment to the goals and philosophy of the Town.
- Ability and willingness to display a high level of respect and professionalism in the workplace and community at all times.
- Ability to deliver exceptional customer service to a diverse customer base and consistently project a positive image of the Town.
- Self-motivated with the ability to organize and prioritize a heavy workload, meet deadlines, and successfully manage multiple concurrent short-term and long-term municipal projects and initiatives.



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- Adaptable to changing organizational needs, conditions, and work responsibilities.
- Ability to consistently work a full week and work extended hours under moderate to high stress, including weekdays, evenings, and weekends as needed to accomplish objectives.
- Ability to maintain effective working relationships, work cooperatively, and interact appropriately with municipal officials, Director of Community Development, Town Manager, other Town employees, the Gorham Economic Development Corporation, committees, contractors, business owners, developers, outside agencies, and members of the general public.
- Ability to maintain confidential information and exercise considerable tact in the handling of sensitive matters.
- Willingness to pursue professional development opportunities with the ability to successfully complete any necessary training.
- Ability to transport self to off-site meetings, workshops, and trainings as needed.
- Must hold a valid driver's license and be insurable in a normal risk pool.
- Ability to perform all essential functions of the position.

Physical & Mental Requirements

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Requirements:

While performing the duties of this job, the employee is frequently required to work at a computer for prolonged periods of time and key in data using a mouse and keyboard. Sufficient speech and hearing are needed to clearly convey and receive information to over the phone and in person. Must have sufficient vision to perform the essential functions of the job. While performing the duties of this job, the employee will regularly stand, sit, talk, walk, inspect documents, operate a motor vehicle, reach with hands and arms, as well as use hands to finger, handle or feel objects routinely used to perform job duties. The employee must occasionally crouch, step up, and lift and/or move objects weighing up to 30 pounds independently, such as office supplies, binders, and books. Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes, and sounds associated with job-related objects, materials and tasks.

Mental Requirements:

Has frequent contact with town officials, employees, the general public, contractors, vendors, and state agencies and representatives. Contacts are primarily in person, by email, telephone, and in writing and involve discussing routine and complex information; contacts with the public require considerable patience, tact, and discretion and in some cases confidentiality. Public speaking is frequently required, including presenting during committee and council meetings. While performing the duties of this class, the employee is regularly required to



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use written and oral communication skills; observe, accurately interpret, and respond to highly sensitive and/or volatile situations and/or persons; read, analyze, and interpret data, regulatory language, and other documents common to the field; analyze and solve complex problems; use math and mathematical reasoning; perform highly detailed work under changing and intensive deadlines; manage multiple concurrent tasks; work with frequent interruptions; and interact in a calm, professional manner with staff, officials and the public. Work is often performed outside of normal working hours, such as during evenings, nights, and some weekends under moderate to high stressful conditions. Has access to confidential information requiring the application of appropriate judgment, discretion, and professional office protocols to ensure the integrity of sensitive information.

Work Environment

Work is performed under typical office conditions. Frequent local travel is required. Periodic overnight travel, such as to attend conferences. Occasional field work may include visits to construction sites in various weather conditions and other locations with uneven terrain. Operates a motor vehicle, computer (hardware and software), telephone, and other standard office equipment. Hazards are considered minor and controllable, but may include exposure to human error and angry/hostile humans. The noise level is usually moderate.