

City of Long Beach - Job Description

Job Title

Economic Development Director

Purpose

Promote our city as the city of choice for new business/residents.

Responsibilities

Plans strategies to attract new businesses and encourage expansion and retention of existing business to promote a strong economic base.

Identifies potential businesses to the city.

Promote our city as a viable option for location of business by making contacts.

Represents our city at area meetings, presentations, trade shows, etc...

Works to ensure our short and long range goals are met.

Co-ordinates city economic develop activities with the Chamber of Commerce, Convention and Visitors Bureau, other agencies, private businesses, and the general public.

Ensures compliance with city regulations, ordinances, and procedures.

Makes presentations to the planning commission, BOA, public and other necessary groups using statistical data, charts, etc... - BOA would require attendance at meetings with bi-weekly reporting.

Assist the city with state and federal grant programs

Maintains records of activities, meetings and other pertinent information.

Works with all departments and public on planning related items.

Answer all inquiries by phone, email or in person

Perform other duties as assigned.

Required to become and maintain membership in the Long Beach Chamber of Commerce.

Must maintain an updated list of available properties and their zoning.

Minimum Job Requirements

Education

Bachelor's/Master's degree from an accredited college or university with major Business administration, finance, marketing.

Experience

3 Years with proven record
Experience in financial analysis.

Licenses and Certificates

As required

Knowledge, Skills, Abilities

1. thorough knowledge of principles of city planning and zoning
2. ability to communicate effectively, orally and in writing; ability to speak in public, ability to have effective working relations with employers, the public, and other agencies
3. knowledge of government, processes, rural planning.
4. in depth understanding of the city of Long Beach's' comprehensive plan, smart code and architectural guidelines.
5. thorough knowledge of the city's short and long range plans and need for improvement of the economic base.