

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

ECONOMIC/COMMUNITY DEVELOPMENT MANAGER

JOB DESCRIPTION

Employees in this job direct the work of professional staff performing economic and community development activities. The employee oversees a variety of activities designed to create and retain jobs through the development, analysis, promotion, and support of economic and/or community development programs. The work requires knowledge of the policies, procedures, and regulations of development programs, supervisory techniques, personnel policies, and procedures.

There are two classifications in this job. The classification level is determined by the application of the Professional Managerial Position Evaluation System.

Position Code Title – Economic/Community Development Manager-3

Economic/Community Development Manager 14

The employee functions as a first-line professional manager of professional positions in a complex work area, a first-line professional manager of professional positions in a standard work area receiving executive direction, a second-line professional manager of professional positions in a standard work area, a first-line manager of a professional position in a complex work area receiving executive direction, or a first-line professional manager of nonprofessional positions in a complex work area receiving executive direction.

Position Code Title – Economic/Community Development Manager-4

Economic/Community Development Manager 15

The employee functions as a first-line professional manager of professional positions in a complex work area receiving executive direction, a second-line professional manager of professional positions in a complex work area, a second-line manager of professional positions in a standard work area receiving executive direction, or a third-line professional manager of professional positions in a standard work.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

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Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

Develops, administers/monitors, or evaluates economic and community development programs, grants, and/or contracts for conformance, effectiveness, and timeliness.

Provides information on state, federal, and private economic and community development or workforce development programs.

Provides technical assistance and serves as an advocate for businesses and communities to identify and resolve economic development impediments.

Identifies, attracts, and assists foreign investors and businesses to locate in Michigan.

Identifies and coordinates foreign markets for Michigan products.

Provides information and services to businesses and communities concerning issues such as financial analysis, impact, packaging, planning, development, and resources.

Identifies commercially and technically viable research prototypes that may be eligible for state product development grants.

Provides information and services to businesses and communities concerning site location.

Researches and analyzes economic development issues including legislation, policies, annual reports, and correspondence and prepares responses to information requests from the public and private sectors.

Identifies, develops, and/or supports target industries and existing businesses and provides marketing programs, technology transfer data, financial resources, etc., for those businesses.

Meets with business representatives and community officials to determine overall growth and development needs and goals, and to develop and support activities, programs, and plans.

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Designs, organizes, markets, and presents tours, trade missions, seminars, workshops, meetings, banquets, conferences, etc., to promote economic and community development activities.

Analyzes financial applications for technical and financial feasibility and conformance with federal and state rules, regulations, and guidelines, bonds, etc.

Meets with private sector, banking, and investment communities to explain, promote, and facilitate use of state development finance tools.

Coordinates and promotes community and economic development or workforce development groups.

Evaluates, identifies, and promotes model community and business/economic development projects.

Researches, analyzes, and develops a database to determine economic climate for such issues as marketing trends, building sites, operating costs, taxes, transportation, natural resources, labor markets, utility costs, community factors, raw materials, etc.

Develops community and county profiles and/or other information to assist businesses and communities in assessing socioeconomic data for growth project decisions.

Reviews and analyzes community annexation, incorporation, and consolidation proposals to evaluate impact on community and economic development projects.

Presents credit analyses of loan applicants to community, board, and/or authority members with recommendations for board and/or authority action.

Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Thorough knowledge of local, state, and federal community and economic development, programs, issues, trends, etc.

Thorough knowledge of workforce development administration, programs, issues, trends, etc.

Thorough knowledge of structures and programs which result in business development and job creation.

Thorough knowledge of public and private financing, including debt, equity, and venture tools and criteria.

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Thorough knowledge of business and community structures, organizations, and functions.

Thorough knowledge of laws, rules, and regulations concerning real estate, business taxes, labor, financing, and environmental impact.

Thorough knowledge of commercial credit analysis criteria.

Thorough knowledge of federal and state procurement systems.

Thorough knowledge of public relations practices and techniques.

Thorough knowledge of national and international marketing strategies.

Thorough knowledge of international trade market, laws, and practices.

Thorough knowledge of commercial credit analysis criteria.

Thorough knowledge of federal and state procurement systems.

Some knowledge of training and supervisory techniques.

Some knowledge of employee policies and procedures.

Some knowledge of equal employment practices.

Ability to instruct, direct, and evaluate employees.

Ability to analyze complex and technical financial and economic reports, projects, papers, and periodicals.

Ability to coordinate data from diverse sources, organize it, and present conclusions.

Ability to design, organize, and present promotional programs.

Ability to analyze, synthesize, and evaluate a variety of data for use in program development and analysis.

Ability to develop and administer program policies, procedures, and guidelines.

Ability to negotiate and resolve complex technical problems involving diverse and conflicting issues.

Ability to assess market potential of new products.

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Ability to make financial decisions as to the credit-worthiness of proposed projects and to make and defend loan recommendations.

Ability to maintain favorable public relations.

Ability to communicate effectively.

Working Conditions

None.

Physical Requirements

None.

Education

Possession of a bachelor's degree with any major.

Experience

Four years of professional experience in commercial financial analysis, marketing, international marketing, workforce development or public or private, economic or community development equivalent to an Economic/Community Development Analyst, including two years equivalent to an Economic/Community Development Analyst P11 or one year equivalent to an Economic/Community Development Analyst 12.

OR

Four years of professional experience involving the creation, financing, and operation of a business or providing information and services to business executives or communities in such areas as financing options and packaging, research and analysis on community and economic or workforce development issues, professional tax and/or credit analysis, unemployment and workers' compensation analysis, evaluating loan or grant applications, or developing and implementing programs to identify foreign markets for export of Michigan products.

Alternate Education and Experience

Educational level typically acquired through completion of high school and nine years of professional experience involving the creation, financing and operation of a business or providing information and services to business executives or communities in such areas as financing options and packaging, research and analysis on community and economic or workforce development issues, professional tax and/or credit analysis, unemployment and workers' compensation analysis, evaluating loan or grant applications, or developing and implementing programs to identify foreign markets for export of Michigan products may be substituted for the education and experience requirements.

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Special Requirements, Licenses, and Certifications

Certain positions may be assigned subclass codes and individuals appointed must possess the required specialized experience, training, or license.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code
ECONDVMGR

Job Code Description
Economic/Community Development Manager

<u>Position Title</u>	<u>Position Code</u>	<u>Pay Schedule</u>
Economic/Community Development Manager-3	ECDVMGR3	NERE-186
Economic/Community Development Manager-4	ECDVMGR4	NERE-188

ECP Group 3
Revised 6/1/06
TeamLeaders