

CITY OF TRINIDAD JOB DESCRIPTION

POSITION: Economic Development Director

STATUS: Full Time

REPORTS TO: The City of Trinidad, City Manager

JOB SUMMARY

To strengthen the Trinidad-Las Animas County regional economy and enhance its competitiveness by promoting economic growth through the encouragement and promotion of business expansion, retention, and attraction to the City of Trinidad and Las Animas County; to facilitate and negotiate real estate development agreements; analysis of fiscal and economic impacts; development and use of various economic development incentive tools; to promote the area as a desirable place to conduct business, live, learn, and create; to assist in diversifying the economic base by creating primary jobs and retaining existing jobs; and to have an aggressive entrepreneurial mindset as well as be a creative thinker and willing to experiment with different economic development techniques.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusion or all-inclusive. Other duties may be required and assigned.

- Designs, implements, and administers an economic development marketing program to attract new businesses. Makes initial contact and follow-ups with potential and maturing prospect inquiries and those economic development prospects.
- Works, experiments with, and administers a Business Accelerator Program; a Business Expansion, Attraction, and Retention Program (BEAR), and to start a Business Incubator, a Main Street Program, and other programs aimed at bringing jobs and capital to the community.
- Identifies potential grant and loan opportunities, and identifies other funding sources for local economic development projects and prepares and submits applications on behalf of the City of Trinidad and Las Animas County.
- Counsels and assists prospective or existing businesses regarding the availability of local, state, and national grant or loan program opportunities.
- Gathers, analyzes and presents economic development trend information clearly and effectively in order to allow business and government officials to easily access the information.
- Leads the development, implementation, and continual review of a comprehensive economic development strategic plan for the City of Trinidad and Las Animas County.
- Works in cooperation with Trinidad Chamber of Commerce, Trinidad Hispanic Chamber of Commerce, and any other local and regional economic development agencies to coordinate and maximize resources for the benefit of business attraction and retention.
- Prepares and distributes promotional material including press releases and economic development specific informational/recruitment packet materials.

- Responds to requests for information from individuals, businesses and other agencies related to site selection and real estate development.
- Proactively markets, coordinates development and site activities to continue and enhance development of the City of Trinidad and Las Animas County.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of public relations, problem analysis, and organization.
- Ability to cultivate and enhance relationships with other local, regional and statewide community leaders representing corporate, development, public, non-profit and institutional entities.
- Ability to communicate effectively both orally and in writing; develops and makes effective presentations.
- Ability to interact with individuals and groups in a cooperative and collaborative manner.
- Ability to understand and implement budgets and monitor cash flows.
- Knowledge of how businesses work as well as current and future trends, practices, and technologies, which drive business development.
- Ability to develop and execute innovative and strategic economic development programs including; business attraction and retention; commercial development, industrial development; small business and entrepreneurial support; and redevelopment opportunities.

QUALIFICATIONS

Bachelor's degree in business administration, economic, marketing, public administration or other related field. Master's degree in business, public administration, economics, marketing, or political administration preferred. Minimum of two to three years of experience within local government and/or private sector development. Welcoming applicants that do not have a traditional economic development background. Considerable professional experience in economic development activities, or one to two year related experience or training. Proven ability to think critically and strategically, with independent judgment and initiative. An equivalent combination of training and experience may be considered.

TECHNICAL SKILLS

Must possess considerable knowledge and ability to seek, write and administer grant related to economic development. Must be able to read and understand various contracts and real estate documents. Must have the ability to communicate well with the elected officials and the general public, including developing presentations and speaking in public.

SUPERVISION RECEIVED

The Economic Development Director will report directly to the City Manager of the City of Trinidad.

APPLICATION DETAILS

Please submit an application, cover letter, and resume to HR@trinidad.co.gov before November 20th, 2015 at 5:00 p.m.