

COLLIER COUNTY, FLORIDA CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE: DIVISION DIRECTOR - BUSINESS AND
 ECONOMIC DEVELOPMENT**

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform highly complex administrative work by providing direction and oversight to the daily operations of Collier County business and economic development programs. Work involves implementing the Board of Collier County Government and County Manager's long range planning, organization and direction of economic development policies and programs; monitoring business recruitment and retention programs; providing liaison in and between all County divisions and departments and managing special projects.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Directs, initiates and coordinates with the County Manager's Office the development and/or implementation of broad County economic and business development plans, goals and objectives, performance measures and other strategic business functions. Confers with County Manager regarding developments in County economic issues and developing relationships and/or programs managed by other governmental agencies and not-for-profit agencies.

Develops, plans, organizes and implements new programs and project initiatives. Manages development and implementation of a county-wide economic development plan. Serves as County liaison for planning efforts for jurisdictions in the county and region.

Represents the County to local businesses, community organizations, citizen groups, and the general public; to include maintaining successful and positive relationships with regional and local governments and the private sector. Attends local, regional, and statewide economic development meetings and seminars.

Assists and participates with local city governments in their planning and development efforts, including development of projects, identification of funding sources, and tracking projects to completion. Advises local units of government on the development of Tax Increment Financing Projects, Recovery Zones and Innovation Zones.

Works with considerable latitude using initiative and independent judgment. Works independently or with other persons in short- or long-term economic development projects to resolve problems or conflicts in any area of County operations or to complete assigned projects. Proactively seeks out and, when necessary, administers grants and other financial incentives that promote economic development, business recruitment or expansion and retention, revitalization, and infrastructure development projects.

Communicates with the Board of County Commissioners, municipalities, citizen advisory groups, other County department heads and Elected Officials, business owners, developers, and citizens in order to negotiate agreements, communicate needs of multiple parties, develop programmatic activities, explain projects, and present reports and recommendations.

Develops for consideration, County Manager and Board policies and procedures, unit plan of work, and short-term and long-term objectives; prepares correspondence, detailed documents, prepares and conducts presentations and provides project status reports in order to communicate program activities and recommend alternatives.

Participates in economic development work activities and program functions with other County departments, and other organizations involved in economic development. At the direction of the County Manager, assembles teams of county employees and/or private sector groups to facilitate programs, to identify funding or grant programs, and to develop or create economic and business development plans and projects.

Develops and administers the fund budget; identifies the forecast of funds needed for staffing, equipment, resources, programs, strategies and special projects; monitors and approves expenditures.

Coordinates and manages special projects as assigned. Identifies resources and staff needed to complete project; develops project plan and schedule; directs committees, tasks forces and other parties assigned to special projects; provides status reports, study findings and recommendations; and oversees implementation of approved plans and initiatives.

Operates a personal computer, telephones, copiers and other general office equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

In the event of a declared state of emergency, employees in this classification may be called to work during days or hours other than those for which they are regularly scheduled.

MINIMUM QUALIFICATIONS

Bachelor's degree in business, public administration, economics, marketing or a related field; supplemented by six years of progressively responsible experience managing municipal departments, marketing, public relations programs and operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Fingerprinting required.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to synthesize and integrate data for predicting, anticipating, and planning for future events impacting the organization. Includes determining strategic and tactical decisions at the highest organizational levels of authority and responsibility.

Human Interaction: Requires the ability to function in a director capacity for a major organizational unit requiring significant internal and external interaction.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of logical or scientific thinking to implement both intellectual and practical relationships. Involves responsibility for consideration and analysis of complex organizational problems of major functions.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in critical and/or unexpected situations involving moderate risk to the organization.

Leadership:

Customer Service:

Financial Accountability:

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Collier County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.