# **City of Garland**

# **Title:** Economic Development Manager

**Link to apply:** https://external-garland.icims.com/jobs/7251/economic-development-manager/job

**Position Summary**

Responsible for managing the identification, development, implementation and monitoring of plans, projects and activities under the City’s redevelopment program. Also responsible for identifying and engaging public and/or private development partners and their associated projects in other areas of the community as assigned.

**Essential Job Functions**

* Develop, manage and implement the objectives of the redevelopment program including performance measures and identifying service improvements.
* Develop, implement, assess and refine the City’s redevelopment engagement strategies.
* Identify, define and cultivate financial and non-financial partnerships with various public and/or private sector development entities to help secure new investment to the City.
* Manage and target the City’s existing real estate assets, incentives and programs to encourage private residential, commercial and business investment that advances City priorities.
* Prepare technical reports and present private and public resource analysis needed to bring about quality development that is in accord with various community plans and policy guiding documents.
* Engage with stakeholders and real estate community to build successful partnerships and bring quality developments
* Serve as the coordinating liaison to other divisions, departments and outside agencies.
* Evaluate redevelopment project incentive request and assist incentive coordination
* Respond to and resolve difficult and sensitive development inquiries and complaints.
* Assist and coordinate program budget preparation and facilitate expenditures as needed.
* Assist the Director of Economic Development in creating documents, policy reports, ordinance amendments and presentations.

**Minimum Education & Work Experience**

ϖ Bachelor’s Degree in Public or Business Administration, Urban Planning or related field
ϖ 4 years related experience
ϖ 2 years project management experience
Or an equivalent combination of education and experience sufficient to successfully perform the essential functions of the job.

**Preferred Knowledge - Abilities & Skills**

**Education/ Experience:**

* Master’s Degree in Business or Public Administration, Finance, Real Estate, Urban Planning or related field
* 5+ years professional experience in real estate development, program design and implementation and/or economic and/or community development,
* 3+ years comprehensive project management experience

**Knowledge, Skills and Abilities:**

* Extensive knowledge of economic development, real estate development and finance principles, programs and applications
* Extensive knowledge of Local, State and Federal laws, ordinances and practices in regards to development and urban development standards programs
* Extensive knowledge of business attraction, retention and expansion techniques and resources
* Extensive knowledge of planning, coordinating and managing community projects
* Extensive knowledge of project management practices and techniques
* Excellent oral and written communication skills
* Skill in Microsoft Office (including Access, Excel, Outlook, PowerPoint and Word)
* Ability to perform effective public outreach, marketing and investor recruitment which secures public and private sector resources
* Ability to travel occasionally when needed

**Licenses & Certifications**

ϖ Valid Class C Texas Driver's License