

**Job Description: ASSISTANT MANAGER / ECONOMIC DEVELOPMENT COORDINATOR**

1. **Nature of Work**

The Assistant Manager / Economic Development Coordinator will perform difficult professional and administrative work on a variety of assignments relating to the planning, direction, control and evaluation of the operations and programs of the municipal government and economic development and grant related activities; does related work as required. Provides highly responsible administrative, analytical, and professional assistance to the City Manager, completes a variety of technical, confidential, and complex projects as assigned.

Work is performed under the general supervision of the City Manager. In the absence of the City Manager, supervision is exercised over all Municipal staff and operations.

The Assistant Manager / Economic Development Coordinator is an exempt employee pursuant to the Fair Labor Standards Act and is not entitled to overtime or compensatory time.

1. **Essential Job Functions**
* Assist the Manager with the direction, control and evaluation of municipal operations;
* Serve as primary back up to the City Manager; represent the Manager in the latter’s absence;
* Responsible for direct oversight and work assignments of specified City Departments;
* Supervises, directs and evaluates assigned staff: directing work, assisting in problem solving, counseling, discipling and completing employee performance appraisals;
* Monitors the status of work in progress, inspects completed assignments, answers questions and gives advice and direction as needed;
* Meets, and corresponds with community stakeholders, professional organizations, business groups, governmental and public agencies, and other entities to resolve complex issues and problems, promote economic development activities, and to respond to questions and inquiries;
* Assists in the execution of policies and programs to meet the City's goals and objectives by conducting economic development activities, project research and feasibility analysis, forming action plans and strategies, coordinating activities, and working with project principals;
* Oversight and implementation of all Municipal Personnel Policies;
* Oversight and support in the development of the Municipal Capital Budget and Annual Operating budgets;
* Assist with contract negotiations and grievance processing for Collective Bargaining units, including but not limited to development of management demands, exhibit research and preparation, participate in negotiation meetings and arbitration hearings;
* Assist with the preparation of material for Council agendas, attends Council sessions, provides information or technical assistance, and prepares research reports and follow-up as required;
* Guide and assist department directors and coordinates, troubleshoots and oversees specialized projects and programs (i.e. Grant programs, employee educational programs, health and wellness program);
* Serve as primary coordinator/liaison for special contractual projects as required (i.e. Franchise Agreement renewals)
* Serve as primary coordinator/liaison for economic development activities;
* Manage citizen service requests and complaints as needed;
* Serves as liaison between the Manager and the operating department heads and various boards, committees and agencies;
* Assist IT Director with functions related to the security, maintenance, and strategy of the City’s primary IT network;
* Conduct grant related work;
* Support the City Manager in strategic planning and visioning with a specific focus on evaluating opportunities to address economic development, blight, housing, and comprehensive planning;
* Perform related tasks as required, and special projects as assigned;
* Perform other duties as assigned
1. **Required Minimum Training and Background**

A Bachelor’s degree in Public Administration, planning, or a related field is required; a Master’s Degree in Public Administration is preferred. Considerable administrative experience in local government management or in a related professional or administrative capacity is preferred with at least three years of professional experience related to economic development.

1. **Special Requirements**
* Possession of an appropriate driver’s license valid in the State of Pennsylvania.
1. **Necessary Knowledge, Skills and Abilities**

Thorough knowledge of the principles and practices of public administration, thorough knowledge of economic development, general knowledge of the applicable Federal and state laws, as well as Municipal ordinances and regulations underlying the municipal corporation; ability to analyze and develop budget in coordination with other department heads; ability to analyze a variety of complex administrative problems, and to make sound recommendations for their solutions; ability to communicate ideas effectively orally and in writing; ability to establish and maintain effective working relationships with government officials, civic and business leaders, Council, employees and general public.

1. **Selection Guidelines**

Formal application, review of education and experience, oral interview, background investigation including criminal history, credit history, drug test, final selection.

1. **Tools and Equipment**

Municipal vehicle, cellular telephone, first aid equipment, personal computer, financial software programs, camera, and other equipment/tools or other items as may become available and deemed helpful in the execution of Assistant Manager duties.

1. **Work Environment**

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires climbing, standing, and walking; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, night vision, peripheral vision, preparing and analyzing written or computer data, use of measuring devices, assembly or fabrication of parts at or within arm’s length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, noise and hazards.

1. **Probationary Period**

Any person appointed to the Assistant Manager / Economic Development Coordinator position shall be subject to a six-month probationary period. The City Manager shall evaluate the adjustment, performance, and conduct to determine whether such probationer is fully qualified for permanent appointment at the end of the probationary period.