

CITY OF FORT WAYNE JOB POSTING

Applicants must meet duties/essential functions and minimum requirements.

Job Vacancy:	CD Administrator – UEA/SEED Director	Department:	CD – UEA
Requisition Number:	2018093		
Hours:	8:00 am to 5:00 pm, may vary	Rate of Pay:	\$66,500.00 to \$72,500.00 Annually
Date Posted Up:	3/1/18	Date Posted Down:	Until Filled
Time Up:	9:00 am	Time Down:	

SUMMARY

Working under the direction of the Deputy Director of Redevelopment, incumbent assists in the preparation and implementation of the City's economic development program and the Summit City Entrepreneur and Enterprise District. The office is located at the Fort Wayne Enterprise Center. The incumbent is expected to exercise good judgment, independence, initiative, and professional expertise in conducting day-to-day operations. All work duties and activities must be performed in accordance with the City safety rules and operating regulations, policies and procedures as well as federal, state, and local regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the ability to interact with the public, City incumbents, and outside agencies with patience, tact, respect, and professionalism and the following. Other duties may be assigned.

- Administers the Urban Enterprise Zone and Summit City Entrepreneur and Enterprise District Programs including preparing an annual budget, educating property owners and potential property owners about tax incentives, notifying property owners of annual assessments, overseeing the collection of participation fees, suggesting projects and capital improvement programs that benefit District businesses, preparing grant applications and agreements, managing and maintaining oversight of executed grant agreements, maintains corporate records, and is the primary agent of the Urban Enterprise Association, Inc./SEED;
- Manages the Enterprise Center Incubator Facility including maintenance, tenant resolutions, billings, and lease negotiations;
- Manages any and all rental properties owned by the UEA;
- Develops and maintains business relations including job creation activities;
- Monitors economic development projects;
- Completes reports and special projects as required;
- Communicates effectively both orally and in writing;
- Develops and maintains a strong working relationship with the Indiana General Assembly, the Indiana Economic Development Corporation, the Fort Wayne Common Council, and all other partners and stakeholders;
- Attends various weekly and monthly meetings, making public and private presentations regarding the various programs and initiatives established by the UEA/SEED Board of Directors when necessary;
- Establishes and maintains a strong working relationship with the UEA/SEED Board of Directors and any sub-committees the Board may establish;
- In conjunction with the UEA/SEED Board, incumbent shall work to create programs that support entrepreneurship, innovation, technology development, and small business development;
- On behalf of the UEA/SEED Board, incumbent will: coordinate development activities within the district, serve as a catalyst for development within the district, promote the district to outside groups and individuals, establish a formal line of communication with residents and businesses in the district, act as a liaison among residents, businesses, the municipality, and the board for any

development activity that may affect the district or district residents, use revenue derived from registration fees paid only for the administration of the district and the benefit of district businesses, develop metrics for the annual reporting of information about the district to the Fort Wayne Common Council and submit the metrics for approval to the Common Council and the Mayor, have the established metrics revised and reapproved from time to time, and each year before September 1, present a written report to the Common Council (the annual written report must provide information about the district in terms of the metrics approved), initiate and coordinate any community development activity that improves the physical environment or encourages the turnover or retention of capital in the district, and modify a district boundary as deemed appropriate.

MARGINAL FUNCTIONS

Performs other duties as assigned.

PERFORMANCE EXPECTATIONS

The incumbent is responsible to manage their performance in accordance with this job description and the performance expectations provided to them by management. If at any time the incumbent is unsure of their role or specific responsibilities, it is the incumbent's responsibility to refer to their job description and ask for clarification from their supervisor. Management will work with the incumbent, as needed, to ensure performance expectations are clearly communicated and performance goals are achieved.

SUPERVISORY RESPONSIBILITIES

Directly supervises two employees in the Urban Enterprise Association. The incumbent carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. The incumbent recommends disciplinary action as necessary and approves leave requests.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- Any combination of work experience or academic pursuit equivalent to a bachelor's degree and three years experience in economic development, property management, business management/administration, non-profit management or related field, master's degree in Public Administration preferred.
- Closely related work experience at a level commensurate with the position may count toward a maximum of two years of full-time college education. Under no circumstances will experience count for more than two years of college education.

OTHER KNOWLEDGE, SKILLS and/or ABILITIES

- Full range of generally accepted and commonly used principles, theories, objectives and practices of economic development, and business management/administration;
- Ability to develop new techniques and methods of economic development projects;
- Ability to express oneself clearly and concisely, orally and in writing, to write reports and grant applications, draft plans, give speeches, direct staff and maintain coordination within the department;
- Ability to understand and apply federal, state and local regulations relating to economic development projects;

- Ability to establish and maintain effective working relationships with staff members, other government agencies, neighborhood associations, social service agencies, local business and financial institutions, boards of directors and the general public.

LANGUAGE SKILLS

The incumbent must have the ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. The incumbent must be able to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. The incumbent must have the ability to effectively present information to top management, public groups, and/or boards of directors.

Incumbent will have daily interaction with staff members, various local, state and federal agencies and the general public. These contacts involve non-routine cooperative problem solving, often requiring discussion and persuasion to gain concurrence.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and draw and interpret bar graphs.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

The work is broad in scope and of substantial intricacy involving many variables or considerations with interrelationships difficult to ascertain and requiring individual diagnosis and treatment. Incumbent must supervise and administer the City's Urban Enterprise Zone/Summit City Entrepreneur and Enterprise District Program and must use considerable judgment to bring forth innovative ideas following guidelines that are often obscure. Individual diagnosis is necessary to find solutions to complex problems involving the present and future needs of the community.

The purpose and desired results are indicated. Unusual problems and/or proposed deviations from guidelines or practice are discussed at the discretion of the employee. Work is reviewed for soundness of judgment and conclusions, general technical adequacy, and conformance with practice and policy. The incumbent makes major contributions involving authoritative application of policy and practice to especially complex and/or important matters.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Indiana Driver's License if City vehicle is used.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Applications may be submitted on-line at www.cityoffortwayne.org or using the City of Fort Wayne Human Resources Department computer kiosks located at Citizen's Square, 1st Floor, 200 E. Berry Street, Fort Wayne IN between the hours of 8:00 a.m. – 4:00 p.m. Applicants must be 18 years of age or older. Reasonable accommodations for person with a known disabling condition will be considered in accordance with State and Federal Law.

(Those individuals who accept employment with the City and live outside one of the six contiguous Indiana counties that border Allen County (DeKalb, Whitley, Noble, Huntington, Wells, and Adams) will have six (6) months from their start date to become residents of either Allen County or one of the six counties listed above. Policy and Procedure Number 204 Page: 1 of 1)

Equal Opportunity Employer

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.