

CITY OF FORT WAYNE JOB POSTING

Applicants and Employees must meet duties/essential functions and minimum requirements.

Job Vacancy:	CD Manager – UEA/SEED	Department:	Community Development
Requisition Number:	2021261		
Hours:	8:00 am to 5:00 pm, may vary	Rate of Pay:	\$69,714.80 to \$77,500.00 Annually
Date Posted Up:	12/2/21	Date Posted Down:	Until Filled
Time Up:	10:00 am	Time Down:	

SUMMARY

Working under the direction of the Economic Development Administrator, incumbent assists in the preparation and implementation of the City's economic development program and the Summit City Entrepreneur and Enterprise District (SEED) and Urban Enterprise Association (UEA). 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.

- Collaborates with the City of Fort Wayne Economic Development team, the UEA/SEED Board as well as local and state partners to implement programs to meet the goals of the City's economic development plan;
- Administers the Urban Enterprise Zone and Summit City Entrepreneur and Enterprise District Programs;
- Prepares an annual budget for UEA/SEED;
- Provides support for the development, implementation, and management of SEED tax incentives, and grant programs such as façade grants, Summit City Match grants, and CEDIT Grants;
- Collaborates with the City of Fort Wayne Economic Development team and the UEA/SEED Board to create programs that support entrepreneurship, innovation, technology development, and small business development;
- Tracks metrics for all required annual reporting of information about the district;
- Manages properties owned by the UEA;
- Manages the Enterprise Center Incubator Facility including maintenance, tenant resolutions, billings, and lease negotiations;
- Monitors economic development projects;
- Completes reports and special projects as required;
- Develops and maintains business relations including job creation activities;
- 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 as needed;

- Establishes and maintains a strong working relationship with the UEA/SEED Board of Directors and any sub-committees the Board may establish.

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

- Bachelor's Degree with major course work in public/business administration, entrepreneurship, marketing or related field plus 3 years of related work experience.
- Experience working in both the private and public sector preferred.

OTHER KNOWLEDGE, SKILLS and/or ABILITIES

- Communicates effectively both orally and in writing;
- 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. Applicants must be 21 years of age or older to hold a CDL with the City of Fort Wayne. 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.