

JOB DESCRIPTION

JOB TITLE: Director
Department of Economic Development
City of Smith Center, KS

SUPERVISOR: Supervisory Board

HOURS PER WEEK: 40 plus

GENERAL DESCRIPTION:

The director is responsible to the Smith Center Economic Development Supervisory Board and, through them, to the Smith Center City Council. The director shall have the primary responsibility for developing and implementing a broad and diversified economic development program in Smith Center. The Economic Development program shall include elements for stimulating the economy in areas of agriculture, commercial businesses (comprising both service and retail enterprises) and manufacturing. The Director will constantly and vigilantly be interested in and promoting and implementing new and better goals for Smith Center and the surrounding area. A professional approach to the responsibilities of this position is expected. The Director is not a voting member of the supervisory board. The Director will be self-motivated to take the initiative in various economic development activities.

The Director shall be the chief administrative officer of the Department subject to the rules, regulations and policies of the Supervisory Board. While selected by the Supervisory Board, this position must also be approved by the Smith Center City Council. The Director shall see that all orders and resolutions of the Board are carried into effect and shall attend all Supervisory Board meetings as a non-voting member. The Director shall be an ex-officio member of all committees established by the Supervisory Board. The Director shall act as chairperson of the Board meetings in the event that the Chairperson and Vice-Chairperson are unable to fulfill their duties.

FUNCTIONS AND DUTIES:

Implements programs and activities as directed by the Supervisory Board to attract and retain businesses and industries to Smith Center. Assists prospective business owners with information and resources to assist them in the establishment and financing of their business.

Administers programs developed by the Supervisory Board and approved by the City Council to encourage the establishment and growth of businesses in Smith Center. Prepares loan documents and files liens at the courthouse for collateral. Reports on a regular basis to the Supervisory Board regarding the performance of loans and other programs. Collects on delinquent payments from loan recipients. Reports to the board on receipts and disbursements.

Encourages the development and implementation of a citywide economic development plan, working in close liaison with the local chamber of commerce, hospital board, school board, city council, county commission and other community organizations and allied agencies to accomplish this objective.

Community data shall be updated on an ongoing basis to allow for the best use for anyone requesting information about Smith Center Kansas. Promote Smith Center and specific industrial sites and buildings as locations suitable for new business and industry. Develops, compiles and coordinates information regarding available areas suitable for industrial development.

Works cooperatively with existing businesses and industries to foster communication and community and business relationships.

Works cooperatively with local financial institutions to provide resources to new and existing businesses for establishment, growth, and improvement.

Become acquainted with new programs which may become available through regional, state or federal agencies that will enhance economic development and assist business, industry and city government in the use of these programs.

Educate local business owners and governmental officials regarding proposed legislation or regulations that may impact the business climate in Smith Center.

Develops and implements programs designed to encourage the retention or return of youth and other residents to Smith Center, especially for the establishment of new businesses or retention of skilled workforce.

Responsible for development of monthly meeting packets and corresponding material for the Supervisory Board. Represents the Supervisory Board to the City Council regarding programs and activities of the Economic Development Board. Presents an annual program plan and budget, approved by the Supervisory Board, to the City Council in June of each year.

Attends pertinent meetings that will enhance the development of Smith Center.

Perform other duties as directed by the Supervisory Board.