TOWN OF TRUMBULL

DIRECTOR OF ECONOMIC & COMMUNITY DEVELOPMENT

General Statement of Duties:

1. Develop, influence, and implement (as appropriate per area) the Town's economic and community development policies, programs and guidelines.
2. Develop and update the economic and community development strategic plan.
3. Advise the First Selectman, Trumbull Economic and Community Development Commission, and other commissions and boards on all issues related to economic and community development, and optimum utilization of industrial/commercial land and properties. Work collaboratively with the Town Planner in order to develop business retention and expansion models through the development of progressive and reasonable zoning regulations and practices; participates in plan review of proposed residential, mixed use, office, industrial and commercial developments throughout the Town.
4. Facilitate policies and programs related to commercial property use, business attraction, business retention, and business expansion.
5. Develop and implement marketing plans, programs, and materials for both the retention of existing businesses as well as attraction of new businesses to Trumbull locations.
6. Serve as the Town's grant writer, assisting all Town departments in the development of grant opportunities that foster community development in every facet of Town operations. Initiate and develop grant proposals for projects related to economic development, community development, and/or business growth and retention. Identify and promote tax incentives and financial resources, including any private, state or federal grants, to promote business growth.
7. Serve as the Town's liaison with commercial and industrial property owners, site selectors, and developers. Work with selectors, developers, and property owners to facilitate proper applications.
8. When necessary attend meetings, public hearings and deliberation sessions of the Town's boards and commissions to discuss, develop and implement the Town's economic development goals and strategic initiatives.
9. Serve as Trumbull's primary liaison with the State of Connecticut Department of Economic and Community Development, the Greater Bridgeport Regional Council of Governments (METROCOG), as well as private business organizations in applying for programs that benefit the Town of Trumbull.
10. Serve as the Town's Fair Housing Officer responsible for developing and implementing the Fair Housing Action Plan.
11. Serves as the Town's lead communication officer in promoting economic and community development opportunities and successes that showcase the Town of Trumbull. Also communicate and promote any and all positive accomplishments on behalf of the Town of Trumbull that advance those ideals.
12. Develop and maintain inventory of available properties as well as informational and marketing resources for prospective businesses. Also provide inventory of community resources for business networking, employee educational programs, and business information database for existing businesses.
13. Responsible for all information on Trumbull's Economic and Community Development website as well as other marketing materials utilized in support of Trumbull's economic development efforts.

14. Conduct community development activities to help strengthen community and business relationships.
15. As determined by the First Selectman, supervise and/or assist with the planning and implementation of various community events.
16. Develop and manage the Economic and Community Development department budget in support of stated programs and activities.
17. Obtain professional training at various workshops and seminars.
18. Participate in the negotiation of acquisition and/or sale of land by the Town of Trumbull.
19. Provides administrative oversight over the Planning and Zoning Department, Building Department and Fire Marshal's office.

Supervision Received:

Reports to First Selectman

Supervision Exercised:

Supervises all staff in the Planning and Zoning Department, Building Department and Fire Marshal's office.

Minimum Qualification, Knowledge, Skills and Ability:

1. Superior interpersonal and communication skills (both verbal and written). Successful experience in professional presentations and group leadership.
2. Proven experience in marketing and sales activities including strong networking skills.
3. Advanced computer skills for both website support and information research. Must have strong skills in Microsoft Word, Excel, and PowerPoint.
4. Excellent demonstrated judgment in dealing with confidential situations and communications as well as providing solutions to multi organization challenges.
5. Highly self-motivated in pursuit of goals and objectives. Must be able to excel with minimum supervision, and project leadership to developing solutions in economic & community development and related areas.
6. Sound business judgment for both carrying out position responsibilities, as well as interfacing with various business entities.

Experience and Training:

1. Bachelor's Degree in Business, Marketing, Public Administration or Liberal Arts Degree (i.e. English, Political Science or Economics).
2. Three (3) years of experience in economic and community development, grant writing, communications, or related business, government or legal experience.
3. Graduate degree in public administration, public policy, business administration, law or communications preferred but not required.
4. AICP certification preferred but not required.
5. Real estate sales, brokerage or appraisal license preferred but not required