



TOWN OF COLLIERVILLE POSITION VACANCY

OPEN TO: General Public

TITLE: Economic & Community Development Director **LOCATION:** Development --Administrative

OPENING DATE: October 24, 2023

CLOSING DATE: Until Filled

JOB NUMBER: JN23-81DA

CLASS CODE: 0132

SALARY RANGE: \$100,817 - \$131,062 (DOQ) with *excellent benefits package*

FLSA STATUS: Exempt

PRIMARY FUNCTION: The purpose of this classification is to manage all the economic development, planning, engineering, and building services activities of the Town of Collierville.

QUALIFICATIONS: Bachelor's degree from an accredited four-year college or university; supplemented by a Master's degree in Public Management, Public Policy, Urban Planning, or a related field; and five (5) years' experience as a City Manager, Assistant City Manager, or in Community or Economic Development administration; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

PREFERRED QUALIFICATIONS: Hold at least one of the following or similar professional licenses or certifications: American Institute of Certified Planners (AICP); the Certified Economic Developer (CEcD); Professional Community and Economic Developer Designation (PCED); or Economic Development Finance Professional Designation (EDFP).

****The Economic & Community Development Director shall be nominated by the Mayor and appointed by majority vote of the Board of Mayor and Aldermen. The Economic & Community Development Director reports directly to the Town Administrator.**

LICENSES: Must possess and maintain a valid driver's license.

NOTES: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Selection process may include examinations, interviews, assessment centers, practical skills, etc. Drug testing may be required.

WE REGRET WE ARE UNABLE TO ANSWER ALL INQUIRIES. WE WILL ONLY NOTIFY CANDIDATES SELECTED FOR TESTING OR INTERVIEWS.

APPLY: Human Resources Office, 500 Poplar View Parkway, Collierville, TN

NOTES: Please submit a new application each time you apply for a Town job. Pursuant to Tennessee open records law, applications and resumes are subject to disclosure.

TOC POLICY: All body art must always be covered in the workplace

THE TOWN OF COLLIERVILLE IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE IN HIRING. MINORITIES, WOMEN AND DISABLED ARE ENCOURAGED TO APPLY. IF YOU HAVE A DISABILITY AND REQUIRE SPECIAL ACCOMMODATIONS DURING THE SELECTION PROCESS, PLEASE NOTIFY THE HUMAN RESOURCES OFFICE AT (901) 457-2290. THE TOWN OF COLLIERVILLE IS A DRUG FREE WORKPLACE.

Did you know that the Town of Collierville is hiring for an **Economic & Community Development Director** to join our Development – Administrative Team? If you are looking for an exciting opportunity to make a difference in this great community, look no further!

About The Town

The Town of Collierville has all the amenities and services of a large metropolitan area successfully blended with historic charm and character. Through many years of visionary planning, and with a priority in public safety, Collierville has grown to be known as one of the most desirable communities in the nation to live, work, and learn. Because of this, we are very careful in selecting exceptional individuals to become part of our team. The ideal Economic & Community Development Director would be politically, socially, and environmentally astute; would have extensive knowledge of current trends and best practices that impact and influence all aspects of planning, engineering, economic development, and code compliance; and would demonstrate success in building strong relationships of trust and accountability with all stakeholders— internal and external.

What's The Role?

The role of **Economic & Community Development Director** develops and implements programs and policies consistent with the Board of Mayor and Aldermen's goals, visions, and directions. Manages the Division of Planning, Engineering, and Construction Codes and oversees all economic development activity, current and long-range planning, code compliance, and engineering activities along with preparing and monitoring each departmental budget and expenditures. Formulates departmental goals and objectives in conjunction with division heads. Plans, initiates, and directs economic development initiatives including contract development, preparation and management, development agreements, real estate and capital projects utilizing both public initiatives and public/private partnerships. Oversees and participates in the Town's comprehensive planning process involving recommendations and strategies for improvements to town services, facilities, utilities, and related resources including schools, workforce training, transportation, water and sewer, and parks and recreation. Markets the Town through various contacts and resources; calls and responds to requests from businesses and site selection consultants; maintains confidentiality on prospects. Researches, collects, and furnishes information and materials on the Town's location factors to business firms and companies seeking to locate in the Town. Provides professional economic and community development advice; assists in the application and permitting process and serves as an advocate for economic development in line with the Comprehensive Plan, zoning ordinances, and any community ordinances and plans the guide growth in accordance with goals established by the Town. Performs all personnel matters such as appointments, separation, performance evaluations, where applicable, and other related functions. Oversees all development contracts, and professional services contracts. Prepares requests for proposals and oversees the subsequent selection process. Approves/denies all purchases for Planning, Engineering, and the Building Safety & Code Enforcement divisions through purchase requisitions and purchase orders. Serves as liaison between departments and the various media, public service groups, and other organizations within the community and responds to all litigation involving the department. Prepares the capital projects budgets for development related projects. Serves as staff person to the Board of Mayor and Aldermen. Attends department committee meetings, as required, to evaluate staff performance and presentations. Develops working relationships with other Department Directors to insure cooperation and teamwork.

Minimum Requirements

Here is what you need to be considered for the position of **Economic & Community Development Director**:

- Bachelor's degree from an accredited four-year college or university.
- Master's degree in Public Management, Public Policy, Urban Planning, or a closely related field from an accredited college or university.
- Minimum five (5) years' experience as a City Manager, Assistant City Manager, or in Community or Economic Development administration; OR
- Any equivalent education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.
- Valid motor vehicle operator's license.

Preferred Qualifications: Hold at least one of the following or similar professional licenses or certifications: American Institute of Certified Planners (AICP); the Certified Economic Developer (CEdD); Professional Community and Economic Developer Designation (PCED); or Economic Development Finance Professional Designation (EDFP).

What's the Next Step?

If this sounds like the perfect job for you, please download our general application from our website www.colliervilletn.gov, or you can also visit Town Hall and submit a physical application in the Human Resources Department. *Please note that you must submit an official Town of Collierville application to be considered for this position in addition to a resume.*