



CITY OF FAIRFIELD

Is seeking a results-oriented leader to serve as

Economic Development Manager

The position is part of the Development Services Department and reports directly to the Development Services Director. The Development Services Department includes planning, economic development, and building inspection functions. The Planning Division is responsible for all private land development and redevelopment, including re-zonings, subdivisions, site plan review and business development. The Building & Zoning Inspection Division is responsible for all building plan review, building inspection, HVAC inspection, electrical inspection and zoning enforcement. Currently, 15 positions are maintained within the Department of Development Services.

The Position

The Economic Development Manager will be the City's primary lead on new business recruitment, and the retention and expansion of existing businesses. Other responsibilities include building development partnerships and creating packages of incentives to support new development as well as the redevelopment of underutilized and vacant commercial and industrial properties.

The Economic Development Manager prepares various reports and presentations for review by City Council, certain Boards and Commissions and the City Manager.

The position manages all business incentive packages and programs and site/building inventory databases. Occasional travel and evening meetings are required.

The Compensation

This position offers a highly competitive salary and benefits package.

Starting salary range is \$47,000 to \$75,000.

For information on applying, please visit our website at www.fairfield-city.org
Applications will only be accepted using the online job application system on the City's website

Resumes must be submitted by 11:59 PM EST on November 20, 2016 for consideration.



Essential Functions

- Develop and implement short- and long-term economic development strategies
- Identify effective business assistance programs
- Develop and implement a business recruitment and marketing strategy
- Develop and implement an effective business retention & expansion program
- Develop a proactive redevelopment program
- Establish and maintain effective work relationships with the business community, advisory groups, and other governmental agencies and citizens
- Cultivate public-private partnerships
- Research, analyze and report on economic and market trends
- Position and market the City as a business-friendly leader within the greater Cincinnati region
- Help to implement the City's communications strategy, including identifying and writing a variety of print and online features focused on business content

Preferred Skills

- Excellent communication skills, both written and oral
- Strong interpersonal skills, to cultivate and maintain cooperative and effective working relationships with a variety of people
- Confidence when meeting new people, especially when pro-actively reaching out
- Ability to effectively represent the City in a variety of settings without supervision

Standards for Consideration

- A Bachelor's Degree in Urban Planning, Public Administration, Business Administration, Real Estate or related field is required.
- Experience with economic development and/or community development programs
- Knowledge of principles and practices of business, real estate and land use
- Project management experience
- Experience with redevelopment projects is preferred
- Experience in developing and deploying marketing strategies and tools
- Basic computer literacy, with GIS experience and graphic design skills preferred

About the City of Fairfield

Known as one of Southwest Ohio's premier communities, Fairfield covers 22 square miles and is located approximately 25 minutes north of downtown Cincinnati. It has a vibrant economic base and a diverse population. It is home to 43,000 residents and a well-established commercial and industrial foundation supported by a robust infrastructure and transportation network. The City is recognized as having an exceptional quality of life.

More than 1,500 corporate, retail, service and light industrial establishments are located in Fairfield, collectively employing approximately 30,000 workers. Among the City's top employers are Cincinnati Financial Corporation, Liberty Mutual, Mercy Health Fairfield Hospital, Koch Foods, Pacific Manufacturing and Veritiv.

While largely built-out, we continue to mature and develop with new corporations, stable neighborhoods and first-class public facilities and services. Perpetual focus on developing and sustaining a strong economic base and residential amenities provides a balanced and well-maintained community in which to live, work and conduct business. Fairfield also provides a full complement of City services, including Police, Fire, Public Works, Parks & Recreation and Public Utilities.

