

Deputy Mayor/Director Economic and Housing Development (EHD)

The City of Newark is seeking a highly qualified professional who is driven to help define a dynamic future for a progressive, international and diverse community to serve as its Deputy Mayor/Director of Economic and Housing Development (EHD). As the largest city in NJ, and with major hubs of transportation and distribution, Newark offers tremendous opportunities due to the quality, number, and resources of its partners, its institutions, and regional economy. Just minutes away from the largest city in the world; it is the of several corporations including Prudential Financial, PSEG and Audible, and is the east coast's fifth largest college town, educating nearly 50,000 students. Newark is also home to The Henry Ford, Michigan's largest tourist attraction with nearly 2 million visitors per year. It ranks in the top ten regional employment centers nationally for cities under 100,000 (98,000) with a daytime population of approximately 150,000. Given Newark's rich assets, extensive talent reach, unmatched infrastructure, and prime location, it was shortlisted for Amazon's search for its second headquarters.

Overview

The EHD Director will manage an annual budget of nearly \$3.1M and lead a team of over 75 staff members. The Director oversees all operations of the City's Department of Community Planning and Economic Development including planning, historic preservation, building code administration, property maintenance code compliance, Bureau of Health inspections and services, and the Lancaster Office of Promotion. The Director and his/her team of 75 staff develops and implements short and long-term planning initiatives that align with the City's strategic priorities including those related to strong neighborhoods; administers Federal and State Grant programs related to housing, lead remediation, and critical home repair services; oversees the preparation and/or revision of ordinances and other policies related to land use, land development, zoning, business and economic development issues; and works to maintain relationships with public and private organizations involved in the department's work

Identifies and directs public/private joint ventures that are consistent with community objectives, including RFP solicitations, new initiatives, grant applications and revitalization efforts.

Engages developers, partner organizations and other City departments in negotiating development agreements and other documents involving City land and/or other City resources.

Coordinates and collaborates with partner organizations including The New Jersey Economic Development Authority, the Newark Housing Authority, (MSHDA), the Newark Alliance, Port Authority of New York & New Jersey, New Jersey Chambers of Commerce and other economic development organizations to the benefit of the city of Newark and its projects/programs.

Represents the EHD before the City Council and serves as professional staff to related Boards and Commissions including but not limited to downtown development Authorities, business and special improvement districts, Brownfield Redevelopment Authority, Economic Development Corporation, Zoning Board of Appeals and Housing Commission, and civic groups by fostering a culture of mutual respect and cooperation.

Develops and implements long range and annual action plans, departmental key performance indicators, tracks progress, reports regularly, and communicates effectively.

Manages the EHD and budgets for staff responsible for economic development, community development, the federal Community Development Block Grant, the federal HUD Grant for senior housing and vouchers, and special projects as assigned by the Mayor.

Proposes, analyzes, recommends and acts upon Federal, State and Local regulations and ordinances which will affect or enhance economic development projects. Ability to articulate and advocate for a business-friendly environment.

Detailed Duties include, but are not limited to:

- Developing and staffing a comprehensive economic development strategy for the City;
- Advancing the City's economic development plan and priorities by fostering strategic partnerships and collaborating with key stakeholders, including, but not limited to: primary employers; small businesses; other state and federal governmental agencies; private economic development organizations; and financial institutions;
- Coordinating economic development efforts with the NJEDA, Newark Alliance, and other governmental and quasi-governmental entities in anticipation of the Mayor's policy's initiatives;
- Collaborating with the Newark Community Economic Development Corporation (NCEDC) to ensure that City residents benefit from employment opportunities generated by economic development and with the office of Affirmative Action the cultivation of minority businesses;
- Providing technical assistance to emerging businesses;
- Promoting prudent business development and expansion and markets the City to new business ventures;
- Providing strong staff support and informed guidance to the Economic Development Authority;
- Planning and implementing marketing and public relations activities in support of the agency's programs.
- Advising the Mayor, Business Administrator, and other stakeholders on economic issues confronting the City;
- Preparing and executing short and long-term plans for the development and administration of programs to expand the City's tax base;
- Negotiating with industry stakeholders to encourage business attraction and retention in the City;
- Overseeing the City's real estate team tasked with carrying out real estate transactions involving the City, including, but not limited to, the sale or lease of any City property or the purchase of property by the City;
- Conducting feasibility studies of proposed developments and expansions;
- Working with the City Council, the Corporation Counsel and other internal agencies/departments to process any necessary business assistance packages related to project development within the City;
- Developing and reporting on departmental performance goals and objectives;
- Overseeing the departmental budget, including expenditures, forecasts projections, and amendments;

- Recruiting, training, supervising, and evaluating personnel within EHD and other assigned areas of responsibility; and
- Managing special projects and other duties as assigned.

Qualifications, Special Certifications and Licenses:

Minimum Qualifications

Requires Bachelor's degree in Public or Business Administration, Economics, Finance, Urban Planning, or a related field.

Minimum of 10 years of progressive experience, including 5 years in a managerial capacity, that demonstrates the following:

- Considerable experience developing, implementing, directing, and evaluating economic development programs;
- Working knowledge of the principles and practices of forecasting and analyzing information from various sources in order to create economic models and revenue/expenditure projections;
- Ability to prepare and analyze reports;
- Ability to establish and maintain effective collaborative business partnerships to direct and develop economic development initiatives for the City of Richmond; and
- Ability to communicate effectively with experience developing and making presentations to City Council, assigned committees, task forces, and other officials.
- An equivalent combination of training and experience (as approved by the department) may be used to meet the minimum qualifications of the classification.

Preferred Qualifications

The preferred candidate will have a master's degree in a related field and experience in business attraction, expansion, and retention in a similarly sized growing city. The candidate would have some knowledge of the port business.

Salary and Reporting

This is an appointed position reporting to the Mayor. The selected candidate will serve at the will of the Mayor. Residency in the City of Newark within one year is required. Salary is commensurate with experience, up to \$190,000 with an excellent benefit package. This position typically reports to the Mayor and Business Administrator, but other reporting relationships may apply.

Interested applicants should submit resume and cover letter to: DepMayorEHD@ci.newark.nj.us