

**Town of Hamden**  
**Economic Development Director**

**Non-Classified / Non-Competitive**  
**Economic Development Department**

**Non-Bargaining Unit**  
**Mayoral Appointment**

**Position Definition:** Plans, organizes and directs a comprehensive program of community economic development, including the promotion of orderly growth of commercial and industrial resources, community renewal and neighborhood development, to assure protection and enhancement of open space, to facilitate the retention and expansion of existing and residential housing, business interests and to improve the quality of life for residents and to seek out new compatible businesses for relocation to the Town.

**Supervision Received:** Receives general direction from the Mayor. Performs work with considerable independence. Establishes priorities within general work assignments and consults with the Mayor on matters of policy.

**Supervision Exercised:** Provides general direction to professional staff members and general supervision to support staff.

**Examples of Essential Job Functions:** Plans and organizes the activities of the department according to standard and established procedures. Administers activities through professional and support staff in the functional areas of planning, economic revitalization, community development, redevelopment planning, workforce development, tax incentive programs and related state and federal development programs.

Evaluates short and long-term municipal development needs and opportunities of Town. Interacts with residents, community representatives and local organizations to survey interests. Determines resources available to meet perceived needs. Oversees, through planning, marketing and coordinating staff and external consultants, the securing, implementation and completion of approved projects. Coordinates development opportunities with the Town Planner.

Oversees and prepares grant applications for intergovernmental assistance, and private proposals for presentation to the Community Development Advisory Council and the Economic Development Commission. Negotiates final terms and conditions of approved projects with state, federal, and private funding sources. Serves as liaison to state, federal, and community representatives to assure awareness of development opportunities. Administers the Community Development Block Grant Program and state economic development programs, including state tax incentives.

Interprets community economic information in promotional brochures and public speaking engagements to attract potential business and industrial residents. Provides leadership for the participation of business and community residents in presenting the Town to visitors, and coordinates activities with local and regional Chamber of Commerce.

Prepares and recommends departmental budget to the administration for approval. Prepares narrative and statistical reports for the Mayor, Legislative Council and Town Boards or Commission upon request. Administers collective bargaining and personnel regulations for staff members.

**Minimum Qualifications Required:** Bachelor's degree in Social Sciences, Business Administration, Public Administration, or a closely related field with ten years of increasingly responsible experience in community affairs, economic and community development; or a Master's degree and five years of the aforementioned experience, or an equivalent combination of education and practical work experience.

**Knowledge, Skills and Abilities:** Ability to apply principles of economic and community development to define problems, collect data, establish facts, and draw valid conclusions. A working knowledge of community development, community renewal and related housing problems is desirable. Knowledge of research methods applied to community affairs. A working knowledge of sources of funds and assistance available is also desirable.

Ability to establish and maintain positive relationships with those community and business contacts. Must be able to apply principles of urban planning to define problems, collect data, establish facts, and draw valid conclusions. Ability to give concise written and oral instructions and work effectively with staff members, Commission members and the general public. Must be able to understand municipal operations and their budgetary impact. Must acquire a proficiency in departmental specific computer applications and have general knowledge of integrated software such as Microsoft Office and its applications including Word, Excel and the Town's email system.

**License or Certificate:** A valid Connecticut Motor Vehicle Operator's License is required.

**Physical Exertion/Environmental Conditions:** Works in office setting subject to continuous interruptions. Includes exposure to computer screens on a daily basis; may be required to lift and move light to medium weights, i.e., manuals, files, office supplies, etc. Must be able to work under stress from demanding deadlines and changing priorities and conditions. Must be able to hear clearly (correctable to within normal limits) to record telephone information, and to see (vision correctable to 20/20) to complete applications and forms.

**Note:** the above description is illustrative of tasks and responsibilities. It is not meant to be inclusive of every task and responsibility. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.