

Waterville Economic Development Corporation

DESCRIPTION OF CONSULTANT DUTIES

Functional Title: Waterville Economic Development Director

Reports To: Board of Directors/Board President

Supervises: Volunteers and/or Student

Employment Status: Independent Contractor

Interns as needed

GENERAL STATEMENT:

Accountable to the Waterville Economic Development Corporation (WEDC) Board of Directors, the President of the Board of Directors shall provide oversight and guidance to the Director. The Director plans, organizes and directs activities to enhance economic development in the Waterville, Ohio area. The Director is responsible for the development, recommendation and implementation of policies, programs and procedures that accomplish the goals, objectives and other elements of the WEDC Comprehensive Plan for Economic Development to ensure the economic health and vitality of the area.

ESSENTIAL DUTIES: (To be reviewed and prioritized periodically by the WEDC Board; * indicates highest priority items)

- (1) Acts as the focal point of economic development efforts by the WEDC including business development, retention, and expansion.*
- (2) Provides strong leadership in implementing the elements of the WEDC Comprehensive Plan for Economic Development and recommends amendments to the Comprehensive Plan as needed.
- (3) Develops and implements short and long-term economic development strategies and public/private partnerships for development; recommends adjustments in programs, activities, policies and procedures to further economic development goals.
- (4) Prepares the WEDC annual budget for approval by the Board; works with the WEDC Treasurer to ensure financial accountability, appropriate record keeping and internal controls.
- (5) Actively works with Board members to develop a strategy to retain and recruit members; annually prepares a plan with goals to achieve this objective, including a business visitation program.*
- (6) Serves as a liaison in recruiting and assisting businesses interested in expanding or locating in the Waterville area and identifies suitable properties for their enterprises; meets with affected property owners in potential economic development areas as requested to assess and coordinate development efforts.
- (7) Develops, implements, and participates in special business community events to promote business development and vitality.*
- (8) Builds and strengthens effective relationships with the business community, various educational institutions, advisory groups and local governmental agencies.*
- (9) Builds relationships between member companies/organizations, including setting up periodic business round tables with WEDC members to provide opportunities for networking, lead generation and project collaboration.*
- (10) Researches, analyzes and reports on demographic, economic and market trends.

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- (11) Establishes and maintains a database of existing area businesses and vacant commercial and industrial property.*
- (12) May be required to supervise volunteers and/or student interns.*
- (13) May serve as the WEDC liaison to the Waterville Area Chamber of Commerce, the Lucas County Economic Development Corporation, the Toledo-Lucas County Port Authority, the Regional Growth Partnership, the Northwest Ohio Regional Economic Development Association and/or other similar public and private groups interested in economic development.
- (14) Monitors local, state and federal legislation related to economic development.
- (15) Updates WEDC website as needed.*
- (16) Performs other duties as required or assigned. These functions and duties listed in this description are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

QUALIFICATIONS: An example of acceptable qualifications:

Bachelor's degree in economics, marketing, planning, public administration or business administration or related field and five years of increasingly responsible work experience in any combination of public service, private business, real estate or economic development or equivalent combination of education, training, and/or experience. Public relations experience highly desirable.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: (* indicates developed after employment)

- (1) Considerable knowledge of current principles and practices of economic development.
- (2) Working knowledge of business assistance and workforce development programs for existing and prospective businesses.
- (3) Knowledge of the structure and operation of Ohio local government principles, practices, procedures and legal requirements.
- (4) Knowledge of real estate practices, management, organization and legal practices pertaining to real property, right-of-way, acquisition and relocation, survey laws, land transaction methods, title records and instruments.
- (5) Knowledge of economic analysis techniques related to market, feasibility and impact studies.
- (6) Ability to analyze and develop policies related to economic development.
- (7) Knowledge of grant research and preparation.
- (8) Knowledge of methods and techniques for business and community involvement; ability to motivate others to gain support for new initiatives.
- (9) Thorough understanding of area local government political environment and sensitivities; ability to function effectively within that environment.*

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- (10) Knowledge of current office practices, procedures, systems and equipment; ability to operate computer equipment and programs to produce presentable reports and documents.
- (11) Ability to interpret pertinent legal documents, laws and regulations.
- (12) Ability to cultivate and maintain cooperative and effective relationships with elected and appointed local government officials, advisory bodies, civic groups, the business community, volunteers, the media, and the general public, including addressing meetings of such groups as needed.
- (13) Ability to accurately analyze problem situations and adopt an effective course of action.
- (14) Ability to communicate effectively in oral and written form to a diverse audience and to prepare and analyze technical and administrative reports, statements and correspondence including monthly activity reports.
- (15) Ability to represent the WEDC effectively in situations that are potentially adversarial or stressful.
- (16) Knowledge of the geography of the Waterville area.*
- (17) Knowledge of WEDC policies and procedures.*
- (18) General knowledge of applicable federal, state and local laws.*
- (19) Ability to work independently.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all-inclusive.

Personal computer and other standard office equipment.

Description of consultant duties approved by Waterville Economic Development Board; supersedes all previous descriptions for this position.

/s/ Timothy G. Pedro
President

07/11/2017
Date

This description in no manner states or implies that these are the only duties and responsibilities to be performed by the consultant. Consultant's signature below signifies that the contents of the description of duties contained herein has been reviewed and understood. In their capacity as the Waterville Economic Development Director, the consultant is acting solely as an independent contractor. Consultant acknowledges and agrees that no employment or other similar relationship is established hereby.

Consultant

Date