



DEPARTMENT OF  
**HUMAN  
RESOURCES**

**Director of  
Economic  
Development\***

Class  
Code:  
EM42E

Bargaining Unit: Not Applicable

CITY OF RICHMOND  
Established Date: Jan 4, 2019  
Revision Date: Jan 4, 2019

## **SALARY RANGE**

\$67.85 - \$108.38 Hourly  
\$5,428.04 - \$8,670.58 Biweekly  
\$11,760.75 - \$18,786.25 Monthly  
\$141,129.00 - \$225,435.00 Annually

## **DESCRIPTION:**

This class provides strategic direction and management oversight to the Department of Economic Development and ensures implementation of Mayor and City Council goals, policies, and performance expectations. The incumbent applies advanced management principles in overseeing a department that has a critical impact on the City and its citizens. The incumbent exercises strategic and visionary thinking that has long-term organization-wide application and impact; develops and implements programs critical to the City; and exercises control and review of multiple assigned functions, divisions, and significant resources. The incumbent is responsible for program outcomes and results in the area of Economic Development. These programs may have an impact on the procedures and processes of other departments within the City.

The incumbent supervises management, professional, paraprofessional, and support staff including conducting performance evaluations, coordinating training, and implementing hiring, discipline, and termination procedures.

### **Supervision Exercised/Received:**

- **Exercised:** This classification typically supervises other employees.
- **Received:** This classification typically reports directly to a Deputy Chief Administrative Officer.
- **Note:** Other reporting relationships may apply.

## **EXAMPLE OF DUTIES:**

**TYPICAL CLASS ESSENTIAL DUTIES:** These duties and percentages of time are a representative sample; position assignments may vary.

Typical Percentage of Time (none less than 10%)

1. Plans, directs, manages, and oversees activities; approves and allocates resources as needed. **25%**
2. Attends various formal and informal meetings, providing direction and input as needed. **25%**
3. Provides directions and communicates to managers and direct subordinates; performs various supervisory duties; engages and motivates employees. **15%**
4. Reviews, prepares, and writes various reports, budgets, and other documents; analyzes databases; analyzes options and recommendations; formulates decisions. **15%**
5. Consults with others to accomplish or expand project goals and resolve issues. **10%**
6. Responds to and resolves inquires, requests, and proposals. **10%**

## **QUALIFICATIONS, SPECIAL CERTIFICATIONS AND LICENSES:**

### **MINIMUM TRAINING AND EXPERIENCE:**

- Bachelor's Degree in economics, finance, urban planning, public administration, business administration, or a field directly related to economic development
- Ten years of progressively responsible related experience that includes significant management and supervisory experience
- Substantial experience with in an urban environment and substantial experience in community economic development
- A Master's Degree in a field directly related to assignment is preferred
- An equivalent combination of training and experience (as approved by the department) may be used to meet the minimum qualifications of the classification

### **LICENSING, CERTIFICATIONS, and/or OTHER SPECIAL REQUIREMENTS:**

- None required.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

TYPICAL KNOWLEDGE, SKILLS, AND ABILITIES: These are a representative sample; position assignments may vary.

#### **Knowledge (some combination of the following):**

- Accounting, finance, and economics
- Computer programs such as Microsoft Office Suite
- Economic development
- Electronic databases and related software applications such as RAPIDS
- Emergency management operations
- Financial management
- Federal regulations
- Human resource management
- Applicable local, federal, and state laws and policies
- Operating processes of economic development
- Planning and marketing principles
- Policies and procedures
- Project management

- Richmond community awareness and values
- ROI model
- Services that can be provided by technology as well as the contractors and consultants in the field of economic development

**Skills (some combination of the following):**

- Analyzing problems, identifying/implementing solutions
- Assessing, adjusting, and instating policies and procedures
- Communicating with various internal and external departments
- Developing teams
- Enhancing employee engagement
- Strategic planning
- Presenting and reporting
- Providing leadership and overseeing all aspects of a program, project, or other area of focus
- Supervising multiple assigned functions and divisions and significant resources
- Understanding and managing complex budgets
- Using standard office equipment
- Writing various documents including grants
- Interpersonal communication
- Oral and written communication
- Customer relations

**Abilities (some combination of the following):**

- Think critically
- Comprehend and retain information quickly
- Prioritize
- Problem solve
- Speak publicly
- Manage time effectively
- Create and implement a shared vision
- Professionally represent the department and the City

**SUPPLEMENTAL INFORMATION:**

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the job. Prospective and current employees are invited to discuss accommodations.

**ENVIRONMENTAL HAZARDS:** Working conditions may include exposure to travel to other locations within the City of Richmond as well as outside of the City of Richmond; exposure to hazardous physical conditions such as mechanical parts, electrical currents, vibrations, etc.; atmospheric conditions such as fumes, odors, dusts, gases, and poor ventilation; inadequate lighting; intense noise; and environmental hazards such as disruptive people, imminent danger, and a threatening environment.

**PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT:** Due to the nature of work assignments, incumbents must be able to perform detailed work on multiple, concurrent tasks, with frequent interruptions and under time constraint. The essential duties of this classification may require the ability to regularly talk, hear, see, and perform repetitive motions; frequently reach, stand, walk, finger, and grasp; and occasionally climb, balance, stoop, kneel, crouch, crawl, push, pull, lift, and feel. The working conditions may include environmental hazards. In terms of the physical strength to perform the essential duties, this classification is considered to be sedentary,

exerting up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects.

\* Internal use: HR Generalist to review.

## **GENERAL INFORMATION:**

**FLSA Classification:** Exempt

**EEO Classification:** Official and Administrator

**Type of Service:** Executive

**Residency:** Not Required

**Classification Approved:** January 2019

**Job Specification Revised:**

**Revision Approved by:**

### **NOTE:**

The above class description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department. The employee may perform other duties of a similar nature or level.