

CITY OF MANCHESTER

HUMAN RESOURCES DEPARTMENT

ONE CITY HALL PLAZA

MANCHESTER, NH 03101

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WEB SITE: www.manchesternh.gov



ECONOMIC DEVELOPMENT DIRECTOR

(Announcement No. R-060-13)

Grade 24

Salary Range: \$67,890 - \$96,795 – plus comprehensive benefits package

THE JOB:

Plans, organizes, and coordinates the marketing, promotional and economic development activities of the City including business relations, business attraction and expansion, business forums and public/private partnerships; Coordinates with various departments to determine community and municipal economic development needs; Confers with officials, administrators and technical personnel on planning and implementing economic development strategies and programs; Promotes general acceptance of planning objectives and coordinates the development of cooperative actions among other governmental agencies, local business and community organizations; Provides technical assistance to industrial, commercial and residential developers in the areas of finance, zoning, land disposition, public services or other types of assistance needed for project development; Coordinates the development of marketing plans for the City; performs directly related work as required.

MINIMUM

QUALIFICATIONS:

Successful candidates will have a Master's Degree in Public Administration, Business Administration, Planning or related field with a minimum of 4 years experience in economic development operations within a municipality or governmental entity, including management responsibilities; or a Bachelor's Degree in the same disciplines with a minimum of 7 years experience; or any equivalent combination of experience and training which provides the knowledge, skills and abilities to perform the work. Department Heads are required to live in the City of Manchester within 180 days of hire.

NOTE: Offer of hire conditional on candidate's ability to complete essential job functions, with or without accommodations, as determined by medical exam, including a drug and alcohol test and background check.

APPLICATION

PROCEDURES:

Candidates must complete a City of Manchester Employment Application available at city of Manchester website www.manchesternh.gov/jobs or in person at HR Dept City Hall Annex. Submission of a resume is optional. Application will not be accepted if received after the closing date.

OPENING DATE:

Wednesday, August 7, 2013

CLOSING DATE: Friday, August 23, 2013

OFFICE HOURS:

Office Hours: Monday through Friday, 8:00 AM to 5:00 PM

The City of Manchester is an Equal Employment Opportunity Employer

*****PLEASE POST*****

THIS DOCUMENT IS AVAILABLE IN ALTERNATE FORMATS UPON REQUEST