

ECONOMIC DIRECTOR

PART-TIME POSITION

The City of Richmond Heights is currently seeking qualified candidates for the Part-Time Director of Economic and Community Development position.

The primary responsibilities include:

Under the direction of the Mayor, the Economic Director performs a variety of administrative, technical and professional duties in the preparation and implementation of economic development strategies designed to attract and retain businesses within the City.

This individual will also be responsible for developing short and long term economic development plans, prepare reports and make presentations to City Council, Planning Commission, civic groups, prospective businesses and the general public. Prepares grant applications and proposal for private, county, State and Federal, assistance programs in the area of economic development, including recreation and public improvements. Attend Council Meetings and also serves as the City staff official with local business community and other organizations, including county and state development departments.

Qualifications:

Bachelor's Degree from a four-year accredited college or university in urban planning, business or public administration, economics, marketing, or a related field. Qualified applicants must also have at least (5) years of recent economic development experience and working knowledge of business development, economic development and city planning processes. Ability to communicate effectively, both verbally and in writing, with business owners and representatives, real estate brokers, contractors, developers, city officials, directors, employees and the general public. Strong computer skills to include word, PowerPoint and spreadsheet software.

To apply for the position, please send your resume to: hr.manager@richmondheightsohio.org