

**CITY OF GAHANNA, OHIO
CLASS SPECIFICATION**

CLASS TITLE: Economic Development Manager
DEPARTMENT: Planning and Development
REPORTS TO: Deputy Director of Planning and Development

CLASS CODE: 22826
FLSA STATUS: E
DATE: 3/08

JOB SUMMARY AND DISTINGUISHING FEATURES OF THE WORK:

Facilitates economic development activities as they relate to business retention and recruitment, business development, economic development incentive structures, and special project planning including development site, community, tourism, and public relations. Provides business assistance and technical support for the expansion, recruitment, and retention needs of large and small local businesses.

ESSENTIAL JOB FUNCTIONS:

Importance	Tasks	% of Time
1	Meets with local and new businesses about City procedures, plans, location opportunities and other business resources; assists with business retention and expansion strategies.	25
2	Represents the Department and/or the City on various teams, committees and to various boards to make presentations, coordinate and facilitate discussions, provide expertise on community issues, prepare and present activities updates, plan and implement various projects, take and distribute minutes.	15
3	Administers databases and other economic development duties including coordinating the city's tax incentive programs, preparing annual tax abatement reports for various local boards, the County and the State of Ohio, preparing prospect packages in response to site selection requests for information, and ensuring compliance to agreement terms, City Ordinances, and site development with the Division of Community Development.	15
4	Serves as an economic planning expert for other City departments with regard to the planning impact of infrastructure projects and business development activities and oversees the implementation of recommendations of the City's Fiscal Impact Study and Economic Development Plan.	10
5	Analyzes and assists in the economic planning, incentive development and administration, and aspects of major infrastructure improvement projects in other departments of the City.	5
6	Researches, prepares for, and writes grant applications for the City for economic development and redevelopment and other miscellaneous county, state and federal grants and funding opportunities.	5
7	Provides tourism, events, and city promotion expertise on various project teams within the administration. Represents City to and assists with the Convention & Visitors Bureau, local event organizations, local business organizations and Chambers, and local community organizations such as the Olde Gahanna Community Partnership.	5
8	Prepares regular written reports, recommendations, and presentations detailing personal and board activities. Includes reports to the City Council and quarterly business surveys.	4
9	Performs marketing duties for the city including preparing regular mailing, email distributions, and City information updates for a variety of business focused groups and organizations, drafting press releases, promoting department and other city projects in professional journals and award competitions.	3
10	Advises the department on appropriate real estate acquisition for land planning, zoning, and economic development projects.	3
11	Assists in the creation, writing, distribution, and review of Requests for Proposals from consultants and developers for a variety of projects.	3
12	Assists in the creation and analysis of joint economic development districts, tax incentive financing districts, business incentive programs, and cooperative economic development agreements.	3
13	Assists in the supervision and oversight of department interns and consultants working on outsourced projects as necessary.	3

EXHIBIT A

Importance	Tasks	% of Time
14	Provides regular content updates and oversight of the department portion of the City's website.	1

** Regular, predictable, and punctual attendance is required.

IMPORTANT JOB FUNCTIONS:

May serve as backup for other positions within the department.

Serves as records officer by assuming responsibility for handling records; knows rules and procedures and acts as liaison with Records Commission and Records Administrator.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Computer General office equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Master's degree from an accredited college or university in Business, Economic Development, Public Policy, or related field; and,

Three to five years of progressively responsible related experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Economic Development Certification preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Philosophies, principles, practices and techniques of development as they pertain to the economic development of communities, the administration and complexities of development incentives, and overall business retention, expansion, and recruitment.

Various codes and regulations pertaining to economic development.

Business incentive programs, urban redevelopment and economic development.

Research methodology and standard statistical procedures.

Computers and various software programs including limited use of GIS, publication creation, on-line survey, and image creation software.

Basic accounting.

Department organization, standard operating guidelines and policies, rules, and regulations.

Skill in:

Advanced group coordination and project team leadership.

Advanced research and organizational methods.

Communicating orally and in writing with internal staff, citizens, and other departmental staff in order to give and receive information in a courteous manner.

Operating and maintaining all assigned equipment required to perform the essential functions of the job.

Mental and Physical Abilities:

Ability to establish and maintain effective working relationships with fellow employees, city officials, other government agencies, and the general public.

While performing the essential functions of this job the employee is frequently required to stand; walk; sit; use hands to finger, handle, feel, or keyboard; speak and hear; lift and/or move up to 20 pounds.

Working Conditions:

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.

The incumbent's working conditions are typically moderately quiet.

Prepared by:	Date:
Approvals: Supervisor/Manager:	Date:
Director:	Date:
Human Resources:	Date:
I understand the above job description details my current job duties: Employee Signature _____	Date:

file: Economic Development and Land Use Planner

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

ARTICLE II PAY RANGES

Section 1. Pay ranges shall be used for payroll purposes and other personnel transactions and are applicable only to positions designated as full-time positions. The following chart represents the class allocation codes for all full-time positions subject to this Ordinance:

CLASS CODE				DEPT	FLSA	ED	EXP	LIC	REPORTS	
EEO	ORG	GRP	CLASS TITLE						TO	GRD
6	6	nn	Receptionist/Mail Coordinator	Pub Svs	N	1	0		Dep Dir P Svc	24
6	6	nn	Secretary	Various	N	1	1		Various	25
6	6	nn	Staff Assistant	Police	N	1	1		Pol. Lieut.	25
6	6	nn	Procurement Coordinator	Police	N	1	2	D	Pol. Lieut.	27
6	6	nn	Accounting Technician	Finance	N	1	2		Dep Fin Dir	28
6	6	nn	Administrative Assistant	Various	N	1	3		Various	28
6	6	nn	Deputy Clerk of Council	Clk/Coun	N	1	3	C	Clk Council	28
3	6	nn	Desktop Support Specialist	IT	N	1	1	D	Dir Tech	28
3	6	nn	Records Administrator	Clk/Coun	N	1	1		Clk Council	28
3	6	nn	Prevailing Wage Coordinator	Engr	N	1	1	DC	City Eng	29
4	6	nn	Crime Analyst	Police	N	2	2		Pol. Lieut.	30
3	6	ne	Engineering Program Administrator	Engr	E	1	2		City Eng	31
5	6	nn	Payroll Coordinator	Finance	N	1	3		Dep Fin Dir	31
2	4	ne	Office Manager	Police	N	1	4	L	Dir Pub Saf	32
6	5	nn	Senior Deputy Clerk of Council	Clk/Coun	N	1	4	C	Clk Council	32
2	6	ne	Human Resources Coordinator	HR	E	2	4	L	Dir Hum Res	33
2	2	ne	Executive Assistant to Mayor	Mayor	E	2	3		Mayor	33
3	6	nn	Network Administrator	IT	E	1	4	D	Dir Tech	34
2	6	ne	Water Resources Engineer	Pub Svs	E	3	2	DL	Dep Dir P Svc	36
3	4	ne	GIS Administrator	IT	E	3	4	D	Dir Tech	36
2	3	ne	Economic Development Manager	Develop	E	4	3		Dep Dir P&D	37
2	6 3	ne	Environmental & Community Planner Community Development Manager	Develop	E	4	3	C	Dep Dir P&D	37 38
2	3	ne	Chief Building Official	Develop	E	3	5	DC	Dep Dir Develop	38
2	2	ne	Assistant City Engineer	Engr	E	3	3	DL	City Eng	38
2	3	ne	Tax Administrator	Finance	E	3	2		Dir Fin Svc	38
2	2	ne	Dep Dir of Planning & Dvmt	Develop	E	4	3		Dir Plan Dev	38 39
2	2	ne	Deputy Director of Parks and Rec.	P&R	E	3	4	DL	Dir P&R	38
2	2	ne	Deputy Director of Finance	Finance	E	3	3	C	Dir Fin Svc	39
2	2	ne	Deputy Director of Public Services	Pub Svs	E	2	4		Dir Pub Svc	39
1	1	tm	Clerk of Council	Clk/Coun	E	2	7	C	Council Pres	39
1	1	tm	Clerk of Court/Court Services Director	Courts	E	2	4	L	Mayor	39
1	1	tm	Emergency Management Director	Mayor	E	3	4		Mayor	39
1	1	tm	City Engineer	Engr	E	3	5	L	Mayor	40
1	1	tm	Director of Human Resources	HR	E	3	5	D	Mayor	40
1	1	tm	Director of Technology	IT	E	1	5		Mayor	40
1	1	tm	Director of Parks and Recreation	P&R	E	3	5	D	Mayor	40
1	1	tm	Director of Planning & Development	Develop	E	4	7		Mayor	41
1	1	tm	Director of Finance	Finance	E	3	5	C	Mayor	42
1	1	tm	Director of Public Safety	Police	E	3	5		Mayor	42
1	1	tm	Director of Public Services	Pub Svs	E	3	5	D	Mayor	42

LEGEND**EEO Codes**

- 1 = Officials and Administrators
- 2 = Professionals
- 3 = Technicians
- 4 = Protective Service Workers
- 5 = Paraprofessionals
- 6 = Administrative Support
- 7 = Skilled Craft Workers
- 8 = Service-Maintenance

Licenses Codes

- D = Drivers License or CDL required
- L = Licenses required
- C = Certifications required

FLSA Codes

- N = Non-exempt (e.g., is covered)
- E = Exempt from FLSA

Education Codes

- 1 = High School
- 2 = Associates Degree or advanced training
- 3 = Bachelor Degree
- 4 = Masters or JD Degree
- 5 = Ph.D. or beyond

Org Codes

- 1 = Department Head
- 2 = Assistant Department Head
- 3 = Manager Level
- 4 = Supervisor Level
- 5 = Lead Worker
- 6 = Line Worker

Group (GRP) Codes

- ce = Classified Supervisors, Exempt
- nn = Non-represented Non-exempt
- ne = Non-represented Exempt
- tm = Top Managers

The following chart represents the salary range corresponding to the above class allocation code for each position effective January 1, 2008:

<u>Open Range Plan—2008 Implementation</u>					
Grade	90%	95%	MKT/MIDPT	125%	Range Width
20	\$23,806	\$25,129	\$26,451	\$33,064	39%
21	\$24,797	\$26,175	\$27,553	\$34,441	39%
22	\$25,832	\$27,267	\$28,702	\$35,877	39%
23	\$26,907	\$28,402	\$29,897	\$37,371	39%
24	\$28,029	\$29,586	\$31,143	\$38,929	39%
25	\$29,709	\$31,360	\$33,010	\$41,263	39%
26	\$31,492	\$33,242	\$34,991	\$43,739	39%
27	\$33,382	\$35,237	\$37,091	\$46,364	39%
28	\$36,143	\$38,151	\$40,159	\$50,198	39%
29	\$37,588	\$39,676	\$41,764	\$52,206	39%
30	\$39,091	\$41,262	\$43,434	\$54,293	39%
31	\$40,655	\$42,913	\$45,172	\$56,465	39%
32	\$42,280	\$44,629	\$46,978	\$58,723	39%
33	\$43,764	\$46,195	\$48,626	\$60,783	39%
34	\$49,173	\$51,905	\$54,636	\$68,295	39%
35	\$50,648	\$53,461	\$56,275	\$70,344	39%
36	\$51,631	\$54,500	\$57,368	\$71,710	39%
37	\$55,812	\$58,913	\$62,013	\$77,517	39%
38	\$59,007	\$62,285	\$65,564	\$81,955	39%
39	\$66,875	\$70,590	\$74,305	\$92,882	39%
40	\$71,792	\$75,781	\$79,769	\$99,712	39%
41	\$78,676	\$83,047	\$87,418	\$109,273	39%

42	\$81,627	\$86,162	\$90,697	\$113,371	39%
43	\$84,332	\$89,017	\$93,702	\$117,128	39%

The following chart represents the salary for 2008 for each position:

<u>Exempt Positions</u>	<u>Grade</u>	<u>Pay-2008</u>
Engineering Program Administrator	31	51,874
Office Manager	32	47,434
Executive Assistant to the Mayor	33	48,626**
Human Resources Coordinator	33	49,456
Network Administrator	34	54,636
GIS Administrator	36	56,794*
Water Resources Engineer	36	68,214
Economic Development Manager	37	Vacant
Environmental & Community Planner	37	58,912*
Community Development Manager	38	61,064*
Chief Building Official	38	66,362
Assistant City Engineer	38	62,286*
Dep. Dir. Parks & Recreation	38	65,882
Tax Administrator	38	69,343
Dep. Dir. of Planning & Development	38 39	66,843 Vacant
Clerk of Council/Council Services Director	39	81,339
Clerk of Court/Court Services Director	39	89,600
Deputy Director/Finance	39	75,391
Dep. Dir. Public Service	39	75,574
Director/Emergency Comm.		Vacant
City Engineer	40	95,723
Director of Human Resources	40	84,164
Director of Parks & Rec.	40	84,571
Director of Technology	40	84,164
Director of Planning & Development	41	104,901
Director/Finance	42	108,836
Director of Public Service	42	105,314

<u>Non-Exempt Positions</u>	<u>Grade</u>	<u>Pay-2008</u>
Clerk/Development/Reception		Vacant
Receptionist/Mail Coordinator	24	\$14.97/hr.
Secy. Public Service	25	15.87/hr.
Secy. Development	25	15.71/hr.*
Staff Assistant/Police	25	15.08/hr.*
Procurement Coordinator	27	18.18/hr.
Accounting Technician	28	19.12/hr.
Administrative Assistant/Development	28	17.81/hr.*
Administrative Assistant/Parks & Rec.	28	19.30/hr.
Administrative Assistant/Public Safety	28	Vacant
Adm. Asst. Public Service	28	19.41/hr.
Dep. Clerk of Council	28	19.31/hr.
Desktop Support Specialist	28	18.34/hr.*
Records Administrator	28	19.31/hr.
Prevailing Wage Coordinator	29	20.09/hr.
Crime Analyst	30	21.29/hr.
Payroll Coordinator	31	21.08/hr.
Senior Dep. Clk. of Council	32	23.34/hr.

* Until end of probationary period or until anniversary date (explained in Section 3).

** Based upon original compensation plan passed in 2005, employee moves to market upon passage of this ordinance.

Section 2. Positions Held Concurrently. That where one employee continuously occupies two or more positions concurrently, the highest salary range provided for one of the positions occupied shall be the appropriate range for determining the total compensation for the employee.

Section 3. The new pay schedule for 2008 results in a pay adjustment as described below:

- a. All Wage Schedules/Ranges will be adjusted in the Open Range Plan for 2008 by 3.0% to reflect the local market.
- b. Any employee who is not at or above their market rate as of 1/1/2008, and who is not within their probationary period, will be adjusted per the Salary Policy¹. In addition to the anniversary date adjustments they receive during the year, the employee will receive the applicable market increase upon passage of the ordinance.
- c. Any employee at or above the market rate who is not in their probationary period is receiving the pay adjustment reflected in the Salary Chart. Each position will receive raises that are strictly merit increases and based upon the performance appraisal received for the rating period ending September 30, 2007.

¹ An employee hired at the 90th percent of their salary range will move to 92% after the successful completion of their probationary period. The employee will then move to 93% at their one year anniversary date, 95% at their two year anniversary date, 97% at their three year anniversary date, 99% at their four year anniversary date, and 100% (midpoint/market) at their five year anniversary date upon satisfactory performance each year documented by their Department Head.

- d. Any employee at market rate who is within their probationary period will receive an applicable merit increase approved by the Department Director and Director of Human Resources in 2008 upon successful completion of their probationary period.

Any salary paid above the top of the range established in 2008 will be held until the range increases above the employee's rate of pay.

Section 4. Council Review. That the pay ranges, any movement within the ranges, except as allowed in Article VII, and annual rates of pay established by this Article shall be reviewed by the Council of the City of Gahanna year end 2008.

Section 5. Non-Exempt Positions. Effective August 23, 2004, the following positions are classified as non-exempt under Department of Labor guidelines:

- (1) Administrative Assistant/Public Safety
- (2) Senior Dep.Clk. of Council
- (3) Dep. Clerk of Council
- (4) Administrative Assistant/Parks & Rec.
- (5) Secy. Public Service
- (6) Secy. Development
- (7) Prevailing Wage Coordinator
- (8) Payroll Coordinator
- (9) Accounting Technician
- (10) Crime Analyst
- (11) Administrative Assistant/Development
- (12) Records Administrator
- (13) Clerk/Development/Reception
- (14) Receptionist/Mail Coordinator
- (15) Procurement Coordinator
- (16) Staff Assistant/Police
- (17) Desktop Support Specialist
- (18) Administrative Assistant/Public Service

Employees in non-exempt positions will be paid based on one-quarter (1/4) hour increments. Any hours worked over forty hours in active paid status during the workweek will be paid overtime at 1 ½ times the regular hourly rate for non-exempt positions. Overtime must be pre-approved by the employee's Supervisor. No employee will be paid for overtime worked which has not been authorized by the Supervisor. Overtime shall be paid in increments of one-quarter (1/4) of an hour. Therefore, all start and end times must be rounded back to the nearest quarter hour for 1 – 7 minutes past the quarter hour and must be rounded forward to the nearest quarter hour for 8 – 14 minutes past the quarter hour. The employee has the right to request compensatory time in lieu of overtime pay. See Article VIII, Section 7.