



City of Decatur

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J O B V A C A N C Y P O S T I N G

Economic Development Director Position #960 – Grade 31

Posting No: 08-007

Posting Dates: Open Date: 05-15-2008 Close Date: Until Filled

Brief Description of the Job:

Under the general administrative direction of the EDC Board of Directors is responsible for marketing the City to result in the attraction, creation, retention and expansion of industrial and commercial development and primary employment within the City.

Education and Experience Requirements:

Bachelors degree in public administration, business, economics, marketing or closely related field required with five years of related experience. Experience may be substituted for education.

Essential Functions:

1. Develops and implements marketing plans and campaigns by creating proposals, developing mailings, writing marketing plans, developing advertisements, placing ads, meeting with potential clients, brokers and developers, attending business and social functions and developing promotional literature.
2. Plans and participates in trade shows, conferences, public appearances and special events by setting up trade show booths, distributing promotional literature, representing locally made products, planning luncheons and tours, speaking at events and serving on committees.
3. Processes data by collecting data from various sources, analyzing and compiling resulting information into reports for distribution and presentation to appropriate parties.
4. Develops and manages budget by determining expenditures for the coming year and implementing the budget throughout the year. Works within applicable policies and procedures established by the Economic Development Corporation and The City of Decatur.

FLSA: Exempt

Salary: DOQ

NOTE: To be considered for this position, you must complete and submit a City of Decatur Employment Application between the job posting dates.

The City of Decatur does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.

AN EQUAL OPPORTUNITY EMPLOYER