



## DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT

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### Job Description

<b>Job Title:</b>	Deputy Director, Community & Economic Development
<b>Bureau:</b>	Administration
<b>Department:</b>	Community & Economic Development
<b>Reports to:</b>	Director of Community and Economic Development
<b>Union Status:</b>	Non Union/TAMS
<b>Exempt/Non Exempt:</b>	FLSA Exempt
<b>Compensation:</b>	75 hours/ 260 days/ 7.5hrs per day
<b>Pay Grade:</b>	NC-32 (\$61,301 to \$85,802)

### Position Summary:

This position is a direct report to the Department Director and assists him/her in carrying out the administrative, financial, operational, and strategic initiatives of the Department of Community and Economic Development.

This individual will be also be responsible for assisting with the management of the Bethlehem Economic Development Corporation and the Bethlehem Revitalization and Improvement Authority to promote the city's assets to the greater Bethlehem community. In addition, this person must identify potential development projects, including businesses interested in expanding or relocating to the City. This individual must become conversant and the various incentive programs available through all levels of government and needs to assist in the application and administration of these programs, including state and federal grant administration.

This individual will need to work cooperatively with local and regional economic development partners, including but not limited to the Bethlehem Chamber of Commerce and the Downtown Bethlehem Association, as well as the Lehigh Valley Economic Development Corporation.

### Qualifications:

Bachelor's Degree program, with major coursework in public administration or business administration

Public administration experience of at least five (5) years, preferably in local government, may be substituted for educational requirement

Ability to analyze a variety of administrative problems, to make sound recommendations as their solution and to prepare working procedures

Knowledge of department and city procedures, ordinances, and policies

Ability to communicate clearly both orally and in the written form

Ability to plan and supervise the work of others

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

Ability to exercise good judgment in applying and interpreting policies and procedures

**Essential Functions:**

- Assists in managing daily administrative operations of the Department
- Prepares reports and correspondence as requested by the Department Director
- Oversees administration management of all local, state and federal funds within the Department
- Assists with special projects as assigned or directed by the Department Director
- Supports City and regional efforts to generate leads and prospects to create new capital investment and jobs in the City
- Provides support for the Bethlehem Economic Development Corporation and the Bethlehem Revitalization and Improvement Authority
- Assists in the review of new program efforts in the areas of the bureaus within Community & Economic Development
- The employee in this class manages the staff and resources required to develop and implement innovative economic development and business assistance programs and strategies
- Assists the Director in the preparation of internal bureau policies and guidelines
- Troubleshoots problems in an attempt to remove obstacles, and coordinates the efforts of a diverse group of interests
- Attends staff, committee, and council meetings as directed by Department Director
- Reviews and signs expense vouchers, purchase orders, receiving slips and petty cash slips
- Assist in the development and implementation of short and long range department goals, objectives, policies, and operation procedures.
- Assist with planning, developing and implementing strategies for generating resources and/or revenues for the department
- Investigates administrative problems, obtains required facts, evaluates factors and makes recommendation for solutions to the Department Director
- Serves as liaison with other Departments
- Prepares reports and correspondence as requested by the Department Director
- Individual must be proficient in Microsoft Word, Excel & PowerPoint. Individual will facilitate the use of computer technology within the Department.