Planning and Economic Development Manager

Reports to: Assistant Director of Community and Economic Development
FLSA Status: Non-Exempt
Department: Community and Economic Development

Summary:
Helps in the creation of a vibrant community by coordinating economic development and advanced professional planning. The position is multi-faceted, requiring advanced professional planning experience and a wide breadth of knowledge of municipal comprehensive planning, economic development, and federal and state planning law. Oversees and coordinates all planning, zoning, and economic development initiatives within the Town. Coordinates the economic and community development process from its initial inception to the final approval from the Board of Trustees. Manages the implementation of Bennett’s Comprehensive Plan, updates and edits development regulations, and marketing and attraction outreach. Works collaboratively and effectively with other departments, existing businesses, regional partners, potential developers, and town contractors.

Essential Duties and Responsibilities:
Essential functions are not intended to be an exhaustive list of all responsibilities, duties, and skills. They are intended to be an accurate summary of what the job classification involves and what is required to perform it. Employees are responsible for all other duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Communicates effectively with the Town Board and Commission, volunteer groups, municipal representatives, Bennett businesses, developers, and regional and state organizations and agencies. Attends meetings and events throughout the community and region. Plans, organizes and conducts research on various issues pertaining to the Town’s planning needs. Prepares reports and recommendations regarding complex land use, zoning, urban design, population trends, transportation, community needs, housing and environmental issues. Recommends the use of land for residential, commercial, industrial and community uses with an emphasis on future planning. Assists in the management review, development, revision and maintenance of the Comprehensive Plan, environmental impact reports, plans, ordinances and other policies and procedures. Reviews and processes various plans and applications for complex subdivision, housing and commercial developments. Determines conformity with laws, regulations, policies and procedures and recommends approval or identifies problems and analyzes alternatives. Provides information and assistance to developers, property owners and the public regarding laws, regulations, standards, policies and procedures related to the submission of plans, processing of applications and implementation requirements. Directs, coordinates, reviews or participates in the work of professional and technical employees in data collection, analysis, plan formulation, implementation and maintenance of a wide variety of marketing, planning and zoning activities. Reviews and critiques planning documents and coordinates activities with other divisions, Town departments, outside agencies and organizations.
Establishes positive working relationships with developers, representatives of community organizations, state/local agencies and associations, town management and staff, and the public.
Supervises the day-to-day operations related to the economic development division, including but not limited to the Town's business recruitment, retention and expansion efforts.
Builds and maintains community relationships by representing the Town as liaison for the department, reporting and presenting to community groups, and serving on various committees.
Prepares development incentive packages when necessary and presents those to the Deputy Town Administrator for review.
Monitors and evaluates the effectiveness of various economic development programs and efforts.
Identifies and develops targeted marketing initiatives to potential land and industry developers.
Prepares proposals to clients and responds to inquiries/requests for information.
Assists in developing, utilizing and monitoring the economic development and planning budget.
Identifies funding sources for programs; participates in writing and administering grants.
Ensures project compliance with applicable internal and external requirements.
Presents oral and written reports to Town agencies and the Town Board of Trustees, economic development interest groups, other interested parties and groups, and the public.

**Education/Experience:**
Bachelor’s degree in Planning, Community Development, Business Administration, Economics, Public Administration or related field, master’s degree preferred; minimum four years of directly related experience in economic development, business attraction and/or development research, and community development planning; equivalent combination of education, training, and experience may be substituted for evaluation at the discretion of town management.

**Hiring Range:**
$63,382-$76,977 plus benefits package.