



## **ECONOMIC DEVELOPMENT DIRECTOR**

Division: Administration  
Supervisor: Village Administrator  
FLSA Status: Exempt  
Full Salary Range: \$50,000 to \$57,000 DOQ  
Revision Date: January 18, 2023

### **Job Summary:**

This position works with Village administration on economic development strategies to ensure the vitality of the historic Village Center while encouraging the preservation and adaptation of historic structures to meet current Village needs. The Director, under the direction of the Village Administrator, will provide guidance to individuals and companies to establish, relocate, or expand their businesses within the community. The position will include assistance in the planning and coordination of community development projects, assisting business applicants with local and State permitting processes, and providing research for Village sponsored projects.

The Economic Development Director works with the Main Street Franklin ("MSF") Board of Directors. MSF is part of a county-wide network of Main Street communities that use a strategic framework for transforming downtown economies, attracting volunteers, and celebrating historic character. This position will work closely with the Village Administrator providing oversight and documentation of the Main Street program.

This position reports to the Village Administrator and is accountable to the MSF Board chairperson and Board of Directors. The MSF Board will conduct an annual performance review in consultation with the Village Administrator.

### **Duties/Responsibilities:**

- Acts as primary liaison between the Village and Franklin businesses; maintains regular contact with business and commercial property owners, helps resolve issues that fall within Main Street scope. Encourages business participation in and sponsorship of MSF events.
- Develops and maintains excellent communications with Board of Directors of MSF, Main Street Oakland County ("MSOC"), economic development peers in surrounding jurisdictions and members of the Village business community.
- Assists the MSF Board on social/promotion events, fundraising activities, and volunteer recruitment. (Summer Block Party, Franklinsien Frenzy, Shop Small Saturday, Sip-Shop & Stroll, Main Street Mixer, sidewalk sales, etc.).
- Evaluates projects that are grant-eligible according to applicable regulations and criteria and helps assure completion of said grant applications. These include MEDC, SHIPO and State of Michigan grants.
- Assists the MSF Board with the development of the board agendas, financial reports, and budget.
- Assist in the preparation of reports required by MSOC and the National Main Street center.
- Attends MSOC meetings, conferences, workshops, and community collaborative meetings.
- Assist Village administration in maintaining accreditation with MSOC.
- Assist with weekly postings in the Village newsletter and act as backup for completing the newsletter.
- Assist in the maintenance of the Main Street Franklin website.
- Assist with Main Street updates for Council.
- Collaborates with MSF to solicit donations and sponsorships for the Main Street Program.

- Assist in the coordination of Village events and business promotion events to improve the quality and success of the events. Works closely with Village resources and local media to ensure maximum event coverage; encourages design excellence in promotion.
- Assist in connecting business owners with resources to help them in developing training, e.g., e-commerce.
- Assist Village administration in filling vacancies in the historic commercial district. This may include speaking with realtors to answer questions regarding the available commercial spaces.
- Assist in the development and maintenance of an economic development plan for consideration and adoption by the Village Council, collaborating with the Administrator, the MSF Board and committees and Trustees. Gathers information and prepares studies, reports, and recommendations to achieve said plan.
- Establishes, develops, and maintains effective working relationships with Village office staff, Village President and Trustees, Main Street Franklin Board members, Main Street Oakland County (“MSOC”), economic development peers in surrounding jurisdictions, appointed commission members, local business owners, and the public.
- Works with the Building Clerk to issue yearly business licenses and sets up inspections of those businesses.
- The Village administration office consists of a small dynamic team. There may be times when this individual will need to act as backup to the Building Clerk and assist residents with various questions.

**Required Skills/Abilities:**

- Excellent written and presentation communication skills.
- Must have strong organizational and time management skills.
- Ability to gather, collate, and analyze a variety of data.
- Entrepreneurial, articulate, creative, energetic, courageous, imaginative, well organized, and capable of functioning effectively and independently.
- Understanding of program research, development, and implementation techniques.
- Understanding of grant application and disbursement processes.
- Understanding of agencies and programs related to federal economic and urban development.
- Understanding of agency goals, objectives, programs, and services.
- Understanding of economic development principles and practices as well as community resources and development needs.
- Ability to work a flexible schedule with some evenings and weekends required.
- Willing to work as a team with Village officials and MSOC while functioning independently in service to the community and MSF.

**Education and Experience:**

- Bachelor’s degree in Business Administration, Public Administration, Planning, or closely related field is required.
- Education and/or experience preferred in one or more of the following areas: architecture, historic preservation, finance, public relations, planning, municipal or non-profit management, business management and/or small business development.
- Familiarity with the use and application of information technology in a municipal or complex office environment. Working knowledge of BS&A software systems.

**General Requirements/Disclaimers:**

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities and duties of an employee in this position.

**Physical Requirements:**

- Prolonged periods sitting at a desk and working on a computer.
- Vision – able to read documents and the computer screen.
- Hearing – able to communicate on the phone and in person, listening to meetings.
- Talking – able to communicate on the phone and in person.
- Climbing – able to climb stairs as required.
- Occasional kneeling, crouching, carrying, pushing, or pulling up to 20 pounds.

***The Village of Franklin does not discriminate in its employment or any other programs or activities on the basis of race, religion, color, creed, national origin, ancestry, ethnicity, gender, economic status, age, marital status, sexual orientation or disability. We provide reasonable accommodation for qualified individuals with a disability, if requested. Notification of the need for accommodation must be made at the time of application.***

**Declaration:**

I have read the above Position Specifications. I understand the demands and expectations of the position described and to the best of my knowledge, believe that I can perform these duties.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_