

ORDINANCE NO. 31-00

By: Jed Morison

An Ordinance to establish the position of Planning and Economic Development Director for the City of Bexley, Ohio, and to establish job responsibilities and qualifications for the position.

**BE IT ORDAINED BY THE COUNCIL OF THE CITY OF BEXLEY, OHIO:**

Section 1. That the position of Planning and Economic Development Director is established for the City of Bexley, Ohio.

Section 2. That the responsibilities and qualifications for the position, the duties to be performed, and the knowledge, skills and abilities to perform such duties shall be consistent with the classification specification set forth in the Position Classification Plan adopted by the Bexley Civil Service Commission in April of 1984 and as defined in the classification specification for Planning and Economic Development Director attached to and made a part of this Ordinance.

Section 3. That this Ordinance shall take effect and remain in force from and after the earliest period allowed by law.

Passed: 5-9, 2000

Gene H. Porter  
President of Council

Attest: Richard A. Levin  
Clerk of Council

Approved: 5-9, 2000

David H. Madison  
David H. Madison, Mayor

4/11/00 First Reading  
4/25/00 Second Reading  
5/4/00 Third Reading Passed

**CITY OF BEXLEY**  
**JOB DESCRIPTION**

**Job Title:** Planning & Economic Development Director  
**Reports To:** Mayor  
**FLSA Status:** Exempt

**SUMMARY**

Plans, organizes, and directs all planning and economic development projects and project funding programs for the City by performing the following duties:

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Prepared strategic plan with short and long-range goals to meet the City's funding objectives.

Establishes development planning policies, plans and economic development systems, and procedures.

Serves as the Administrator for grant writing; business retention and development; program development such as TIFs, Enterprise zones, etc.;

Develops and submits grant proposals for funds from private foundations, corporations, and government agencies.

Identifies potential contributors to special project funds and ongoing operations through examination of past records, individual and corporate contracts, and knowledge of community. Informs potential contributors of special needs of the City, and encourages individuals, corporations and foundations to establish or contribute to special funds through endowments, trusts, donations of gifts-in-kind, or bequests, conferring with attorneys to establish methods of transferring funds to benefit both donors and institution.

Plans and coordinates fund drives for special projects.

Researches public and private grant agencies and foundations to identify potential sources of funding for research, community service, or other projects.

May assign responsibilities for personal solicitation to members of volunteer organizations and governing body according to special interests or capabilities.

Organizes direct mail campaign to reach potential contributors.

May serve as liaison to various boards and commissions and may represent the City with organizations such as the Chamber of Commerce, East 5<sup>th</sup> Avenue Association, Holtzman Business Association and other groups as appropriate.

May serve as Planning Administrator for directing planning studies.

Develops, in coordination with the Information Systems Department, public relations materials to enhance the City's image and promote fund raising program.

Prepares and administers department budget.

#### **SUPERVISORY RESPONSIBILITIES**

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

#### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **EDUCATION and/or EXPERIENCE**

Bachelor's degree (B.A.) from four-year college or university in urban development or planning, business or public administration; and four to six years of progressively responsible experience in urban planning or development or public administration; or equivalent combination of education and experience.

#### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

#### **MATHEMATICAL SKILLS**

Ability to work with mathematical concepts and ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

#### **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

#### **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Ohio Driver's License.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of

this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to walk. The employee is occasionally required to stand; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to high, precarious places and fumes or airborne particles. The noise level in the work environment is usually moderate.