



# Town Of Center

P.O. Box 400 • 294 South Worth • Center, CO 81125 • 719-754-3497(Phone) • 719-754-3379(Fax)

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## **ECONOMIC & COMMUNITY DEVELOPMENT DIRECTOR**

**Department: Economic Development**

**Reports to: Town Administrator**

### **SUMMARY**

Be at the forefront of innovative, rural economic development! Under the direction of the Town Administrator, the Economic & Community Development Director will plan, organize, coordinate, and direct activities to enhance the economic development and community vitality of the Town of Center. This position is responsible for the creation, recommendation and implementation of policies, programs and procedures that accomplish the Town's goals and objectives to ensure the economic health of the Town and its residents. Work involves the use of initiative and independent judgment. Work is primarily performed in an office setting and requires periodic evening meetings.

### **ESSENTIAL FUNCTIONS**

Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Through collaboration and partnerships with other public, private, and nonprofit entities, the Town will support economic/community development and downtown revitalization efforts that will create quality, living wage jobs, ensure the long-term economic vitality of local businesses, and promote the enhancement of the quality of life of Center's residents. The Town will commit to the following initiatives to foster a dynamic and diverse economy for the Town of Center:

- Create policies, programs, and resources to support, expand, incubate and attract businesses, entrepreneurs, and workers to succeed and strengthen the local economy.
- Lead the physical revitalization of the Town and downtown to reduce blight, build local pride, and enhance community attractiveness to business, visitors, and residents alike.
- Promote housing availability and development for the residents of today and tomorrow.
- Support the Town's Owner's Representative and Affordable Housing Liaison for the continued development of an 88-acre Town-owned parcel including collaborating with developers, businesses, residents, and other stakeholders.
- Oversee the collaboration of various boards including the Town Board of Trustees, the Center Urban Renewal Authority Board, and the Town of Center Planning Commission.
- Encourage widespread community engagement, communication, and participation.
- Collaborate with various partners to promote economic development efforts including the school district, regional nonprofits, economic development entities, and more.
- Manage and oversee the Center Urban Renewal Authority:
  - Oversee daily operations and business planning.
  - Maintain effective communication with the Board of Commissioners.
  - Administer, facilitate, and manage development objectives.

- Strategically identify, develop, and stimulate private sector real estate investment opportunities.
- Partner with public and private entities to achieve development goals
- Identify and organize funding mechanisms, such as Tax Increment Financing.
- Represent URA's best interests throughout any negotiation process with the highest degree of integrity and professionalism
- Represent URA at various events
- New Opportunity Identification. Research and consider new projects and opportunities
- Performs other duties as required.
- 2025 Project Management and Support

#### NORTH 90

- Support the Town's Owner's Representative and Affordable Housing Liaison as necessary including, but not limited to: Developer + Engineer contracts; and assisting in preparation of new RFIs for future phases of the site
- Assist on reporting on all grants and projects associated with the North 90
- Assist for creating a visual for community engagement and understanding of the design of the North 90 development

#### CENTER OLDE TOWN

- Consider how to create and implement a land bank to further the community and economic development strategies for the Town.
- Assist in planning and participate in strategy for redevelopment and management of existing buildings (Blue Loft, Pharmacy, Ford Motor Garage, etc)
- Liaise with partners. Establishing agreements with ownership and management groups to leverage
- Street and Streetscape Improvements. Create a grant application to include sidewalks/ pedestrian space on Worth street. E.g. Safe routes to school
- Apply for annual DRG, Saguache County Grants

## QUALIFICATIONS:

### **Education/Experience:**

A Bachelor's degree with major coursework in economics, business, marketing, real estate, law, urban planning or a closely related field; five years of progressively responsible management experience in business, economic development, urban planning, communication, real estate or related fields; or a combination of education, experience, and training that indicates the ability to successfully perform the essential functions of the position listed above.

### **Licensing/Certification Requirements:**

A valid Colorado driver's license is required. A Master's degree is preferred. Strong experience in financial analysis is a desired qualification, as is a considerable amount of independent judgment and personal motivation.

### **Preferred Knowledge of:**

- Grant research and preparation;
- Current social, political and economic trends and operations of municipal governments;
- Economic analysis techniques related to market, feasibility and impact studies;
- Effective organizational and management principles and practices as applied to the analysis and evaluation of economic development programs, policies and needs;
- Principles and practices of municipal government budget preparation and administration;
- Sound principles and practices of public administration and policy development;
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Spanish language skills are preferred, but not required.

### **Preferred Capacities (including but not limited to):**

- Ability to work independently, manage multiple projects, be a self-starter and take initiative.

- Ability to write, research, present, and articulate ideas very effectively.
- Ability to build and maintain relationships broadly and collaborate with diverse populations.
- Ability to interpret and apply Town policies, procedures, laws and regulations relating to management activities;
- Ability to analyze problems, identify innovative solutions, project consequences of proposed actions and implement recommendations in support of goals;
- Ability to effectively prepare, administer, and review complex department budgets to determine financial impact on the Town;
- Ability to use computers, databases and related software to produce worksheets and reports.

**Physical & Mental Requirements:**

Constant use of sight, hearing, and speech abilities to perform essential functions and communicate with others. Constant fine finger manipulation and use of hands and arms in reaching/handling/fingering/grasping while operating office equipment and computers, preparing written documentation, handling paperwork, etc. Frequent sitting, may be extended at times, while doing desk activities and while attending meetings. Frequent bending/twisting at waist/knees/neck while working at desk, worktable, or moving from sitting to standing position. Frequent standing in combination with walking (short distances) throughout work shift in office areas. Occasional lifting/carrying up to 30-pound documents, file boxes. Occasional pushing/pulling force up to 10 pounds opening doors, drawers, and moving materials. Occasional climbing on stairs. Communicates verbally with Town staff, outside agencies and the public in one-on-one settings, group settings and over the telephone. Works primarily indoors in an office environment with low noise levels, with occasional travel from site to site for attendance at meetings, including evening meetings. Work with the public, some of whom may be irate, upset or disturbed. Frequent extension of work day to meet deadlines.

FLSA Status:	<input checked="" type="checkbox"/> Exempt—Salaried	<input type="checkbox"/>
	Non-Exempt—Hourly	
Date of Original:		
Date Revised:	10/07/2024 SM	

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Employee Signature

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Supervisor Signature

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Date

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Date