

ADMINISTRATION MEMORANDUM
10 - 04

DATE: May 10, 2010
TO: Honorable Mayor Joyce Downing & City Council Members
FROM: William Simmons, City Manager *WAS*
SUBJECT: CR – 84, Amend Resolution No. 08-156

RECOMMENDATION:

Attached to this memorandum is a Resolution, which if approved, would amend the October 21, 2008 Pay Plan adopted on October 23, 2008, to add the position of Economic Development Manager to the Pay Plan

BACKGROUND:

Resolution No. 08-156 caused the October 21, 2008 Pay Plan to continue to remain in effect for 2009 or until modified.

STAFF REFERENCE:

If Council members have any comments or questions they may contact Paula Jensen at 303.450.8877 or pjensen@northglenn.org.

SPONSORED BY: MAYOR DOWNING

COUNCILMAN'S RESOLUTION

RESOLUTION NO.

No. CR-84
Series of 2010

Series of 2010

A RESOLUTION AMENDING RESOLUTION NO. 08-156, SERIES OF 2008 TO ADD THE POSITION OF ECONOMIC DEVELOPMENT MANAGER TO THE NORTHGLENN PAY PLAN

WHEREAS, Section 1 of Resolution No. 08-156, Series of 2008, directed that the City of Northglenn Pay Plan in effect as of October 21, 2008 not be modified without further City Council action; and

WHEREAS, the City Manager now desires to seek City Council approval to add the new position of Economic Development Manager to the City of Northglenn Pay Plan to best meet the needs of the City.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTHGLENN, COLORADO, THAT:

Section 1. The pay plan in effect as of October 21, 2008, is modified by the addition thereto of a new position as follows:

Economic Development Manager Grade 210 Salary Range: \$70,796 - \$94,477

Section 2. Except as amended above, the pay plan in effect as of October 21, 2008, shall continue to remain in effect without modification.

DATED at Northglenn, Colorado, this ____ day of _____, 2010.

JOYCE DOWNING
Mayor

ATTEST:

APPROVED AS TO FORM:

JOHANNA SMALL, CMC
City Clerk

COREY Y. HOFFMANN
City Attorney

Position Title: ECONOMIC DEVELOPMENT MANAGER**NATURE OF WORK**

This position is responsible for directing, coordinating and administering the City's economic development program to attract, expand and retain quality businesses and employers providing a solid economic foundation within the City; including prospect development, industry contacts and negotiations with industry representatives to encourage location in Northglenn. This position provides highly responsible and complex administrative support to the City Manager, City council and the Northglenn Urban Renewal Authority. General supervision is provided by the City Manager.

ESSENTIAL DUTIES & RESPONSIBILITIES

Assume management responsibility for all services and activities of the economic development program.

Manage and participate in the development and implementation of goals, objectives, policies, and priorities for the economic development program; recommend new and existing business development and expansion strategy for the City; recommend and administer economic development policies and procedures; design implement and update a targeted commercial, industrial, and retail recruitment marketing plan.

Plan, market and direct business recruitment, retention and expansion program; identify quality business prospects and establish and execute marketing campaigns to attract desirable employers to the community, that will generate increased revenues for the City; negotiate with industry representatives to encourage location, retention or expansion of a diverse base of businesses in the City; maintain effective working relationships with developers, brokers and other resources for bringing business prospects to the city; develop and maintain positive working relationships with existing businesses to encourage business expansion projects; design, produce, present and supervise City presentations to business prospects.

Negotiates business assistance agreements and closes business deals on behalf of the City.

Develops, administers and promotes economic development financing and assistance programs including Enhanced Sales Tax Incentive Program (ESTIP) and Business Upgrade Assistance Program/

Maintain inventory of pertinent information and statistics on all aspects of Northglenn; and maintain a database of business prospects, available land sites and available buildings.

Conducts retention visits and builds relationships with existing business owners.

Position Title: ECONOMIC DEVELOPMENT MANAGER**Page 2**

Participate in regional activities to promote Northglenn to the development community and to business prospects. Represents the City in economic development contacts with prospects, existing businesses and at trade shows. Networks and makes connections to promote economic development of the City.

Serve as primary staff to NURA.

Establish and support a business assistance group.

This position works in close partnership with the Planning and Development Department in carrying out economic development and marketing activities.

Develop and maintain effective working relationships with City staff, elected officials, the community and Adams County Economic Development.

Provide excellent customer service.

Prepare regular progress reports for presentation to the City Council.

Attend City Council, NURA, and Planning Commission meetings and other meetings as required.

Make public presentations to groups or members of various organizations.

This position receives limited clerical support and personally performs a wide variety of administrative and clerical tasks.

MARGINAL DUTIES

Lead or perform special projects, research, analysis or presentations on specific topics or issues upon request.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of economic development.

Perform other duties as assigned.

Position Title: ECONOMIC DEVELOPMENT MANAGER

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REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of local, state, federal and urban renewal regulations related to economic or community development.

Knowledge of principles and practices of municipal finance, budget and taxation.

Knowledge of current principles and practices of community economic development, business retention and redevelopment.

Ability to prepare and deliver effective public presentations.

Ability to organize and manage complex projects.

Ability to gather and analyze data, evaluate alternatives, and make recommendations.

Ability to work independently with minimal supervision.

Ability to establish and maintain cooperative and collaborative relationships with a variety of individuals and groups.

Ability to respond with tact, composure, and courtesy when dealing with difficult situations.

Ability to be persuasive in marketing and selling the City to prospective business, industries and employers; skills in applying the principles of sales to close a deal.

Maintains current knowledge of federal, state, and local statutes, ordinances, procedures and trends related to economic development.

Ability to analyze business pro formas, balance sheets, fiscal impact analysis models and other financial documents.

Skill in developing, reviewing, analyzing and refining economic development incentive agreements.

EDUCATION AND EXPERIENCE

Bachelor's degree from an accredited college or university with major coursework in economics,

finance, marketing, business or related field.

Position Title: ECONOMIC DEVELOPMENT MANAGER

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Five years of increasingly responsible experience in economic development or equivalent professional experience.

MATERIALS/EQUIPMENT USED

Microsoft Suite and standard office equipment.

WORKING ENVIRONMENT/PHYSICAL ACTIVITIES

This is sedentary office work; exerting up to ten pounds to lift, carry, push, pull or move objects.

ADDITIONAL POSITION INFORMATION

This is an exempt position (not eligible for overtime compensation).

Any one position may not include all of the duties listed nor do the listed examples include all duties which may be found in positions of this class.