

**City of Garfield Heights**  
Economic Development Director

**Job Summary:**

The Economic Development Officer will coordinate and oversee the economic development of the City of Garfield Heights. This may include facilitation of federal grants, business expansion and retention, loan assistance, and land disposition.

***Duties/Responsibilities:***

- Establishes, develops, and maintains effective working relationships with departmental staff, municipal employees, local business owners, and the general public.
- Coordinates and manages community growth projects with project developer.
- Prepares and reports progress on projects, monitoring until complete.
- Evaluates projects that are grant-eligible according to applicable regulations and criteria.
- Completes grant applications.
- Acts as liaison between loan applicants and financial institutions.
- Interviews prospective loan applicants; assists individuals with applications and closings.
- Schedules all required public hearings.
- Creates and maintains a list of local businesses to be contacted for business communication program.
- Collaborates with business owners and prepares periodic reports concerning businesses.
- Evaluates and monitors planned disposition of land owned by the community/city.
- Collaborates with legal professionals to assist in the preparation of necessary documents.
- Conducts special research and/or analyzes economic development program activities.
- Performs other duties and projects as required or assigned.

***Required Skills/Abilities:***

- Excellent verbal, and written communication skills.
- Ability to gather, collate, and analyze a variety of data.
- Working understanding of blueprints, codes, statistics, technical sketches, and graphics.
- Thorough understanding of program research, development, and implementation techniques.
- Thorough understanding of loan application and disbursement processes.
- Thorough understanding of agencies and programs related to federal economic and urban development.
- Basic understanding of City goals, objectives, programs, and services.
- Basic understanding of community resources and development needs.
- Thorough understanding of economic development principles and practices.

*Education and Experience:*

- Bachelor's degree with coursework in Public or Business Administration required.
- Master's degree in Economic Development or comparable coursework (Preferred).
- At least three years of experience in economic development required.

*Physical Requirements:*

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

*Salary Range: \$80-100k*

Please submit cover letter and resumes to: City of Garfield Heights

Attn: Jeannie Sowers, HR Director

[jsowers@garfieldhts.org](mailto:jsowers@garfieldhts.org)