

**MAJOR FUNCTION**

This is professional position that leads the Business Vitality and Intelligence Division to support and help implement the Office of Economic Vitality's (OEV) implementing the strategic direction, programs and services to incorporate, leverage and stimulate economic successes for the Tallahassee and Leon County community: the business, civic, educational and research home of Florida's Capital Region. This is a professional management position with a responsibility to work closely with and for the Director. The ideal candidate is a person with excellent communication skills, high integrity and demonstrated energy, capable of working with and managing a highly competent and motivated staff to support the OEV's goals and priorities, and must be able to work independently, under minimal supervision.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Under the supervision of the OEV Director, the Deputy Director-Business Vitality and Intelligence oversees business development/expansion activities, managing the work plan to achieve the goals, strategies and six key initiatives outlined in the Tallahassee-Leon County Strategic Plan for Economic Development. This responsibility includes the following: Manage the implementation of the Work Plan to accomplish the objectives listed in the Economic Develop Strategic/Work Plan. Identify opportunities and strategies for connecting to and leveraging outcomes from the regional and national economic development market. Manage business recruitment programs, specifically those identified in the targeted industry study. Supervise the Business Intelligence Team and coordinate the track industry trends, identify business and community challenges, and identify emerging opportunities. Develop, update, and manage local incentives programs, work to unify local and state incentive application processes. Maintain an active working knowledge of the economic trends of Tallahassee/Leon County and the State of Florida and well as opportunities, concerns and trends in key targeted industry sectors including those that drive economic vitality in Florida's Capital Region. Engage key stakeholders in the coordination of the talent acquisition, retention, and workforce development issues, aligning these efforts with targeted industry needs. Implement initiatives related to growth of entrepreneurial and research commercialization efforts, specifically within targeted industry sectors, with community partners and stakeholders, including higher education institutions. Coordinate stakeholder relationships to broaden education of OEV services, leverage resources, strengthen collaboration and maximize engagement to support achievement of the organization's economic development goals. Make presentations to the public, developers, management, and public officials to promote OEV's activities. The Deputy Director will take on other duties as assigned as necessary to support the economic vitality mission of OEV. Local, regional, state and national travel may be required.

**Other Important Duties**

Contribute to the efficiency of the organization by performing other duties and participating in special projects, as assigned.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Knowledge of economic development principles, practices and programs, grant processes and marketing principles. Knowledge of long range strategic planning. Knowledge of local funding mechanisms for economic development and community enhancement projects. Knowledge of applicable federal, state and local laws, ordinances, and regulations. Knowledge and experience with Florida's capital region and system of governance at state, regional and local levels. Knowledge of management practices as applied to the analysis and evaluation on programs and policies. Ability to plan, direct, supervise, coordinate, and organize economic development programs. Ability to follow

through on issues and projects, make informed decisions that comply with policies and procedures, complete tasks, and solve problems. Ability to work effectively with all levels of internal and external associates, clients, and colleagues.

Minimum Training and Experience

Possession of a bachelor's degree in business, marketing, communications, economics, public administration or related field and five years of experience that includes economic development, community development or real estate development; or an equivalent combination of training and experience. A Master's Degree may substitute for one year of experience.

Necessary Special Requirements

Must possess a valid Class E State driver's license at the time of appointment.

Established: 11-27-18