

# Charter Township of Redford

15145 BEECH DALY ROAD • 313-387-2760 • FAX 313-387-2711 • REDFORD, MICHIGAN 48239  
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**Diane Webb**  
Township Superintendent



Pat McRae, Supervisor  
Garth J. Christie, Clerk  
Lily Cavanagh, Treasurer

Trustees  
Linda Jackson  
Patricia Kennedy  
Ed King  
Kim Taylor

## ECONOMIC DEVELOPMENT DIRECTOR

The Charter Township of Redford is accepting applications for the position of **Economic Development Director**.

**SALARY:** Starting salary is \$70,431- \$87,959, DOQ plus excellent partial paid benefits including health insurance, defined benefit pension, vacation, sick leave and 13 holidays.

**Among the Requirements:** Educational requirements include a bachelor's degree in urban planning, public administration, economic development, or related field; master's degree preferred. Experience requirements include five or more years of economic development and/or planning administration responsibilities including a minimum of two years of management experience. Thorough knowledge and understanding of the principles and practices of municipal planning and zoning, land-use issues and regulations, economic development and program/project financing laws, ordinances, policies, and administration. Considerable knowledge of municipal operations as they relate to the administration of the planning, economic/community development, and growth of the township. Skill in public relations practices, personnel management, and budgeting. See attached job description for any additional requirements.

**NOTE: A copy of your degree(s), transcripts and valid driver's license number must accompany your application.**

Only completed applications **along with a copy** of your degree(s) will be considered. Resumes will **NOT** be accepted. Apply in person from 9:00 AM to 4:00 PM or you may download our application from our website at:  
<https://form.jotform.com/210665602638052>

Return completed applications to:

REDFORD TOWNSHIP PERSONNEL OFFICE  
15145 BEECH DALY RD.  
REDFORD, MICHIGAN 48239  
(313) 387-2760

Or via email to [personnel@redfordtwp.com](mailto:personnel@redfordtwp.com)

**CLOSING DATE FOR FILING: OPEN UNTIL FILLED**

**The Charter Township of Redford is an Equal Employment Opportunity Employer**

## **Economic Development (ED) Director-Board Approved**

**Supervised By:** Township Superintendent  
**Supervises:** Economic Development Department employees  
**FLSA Status:** Exempt

### **General Summary:**

Under the general supervision of the township superintendent, the ED Director advises the Superintendent and the Board of Trustees on emerging and existing economic development issues and/or opportunities, manages and directs the Downtown Development Authority, and acts as a representative to businesses in order to coordinate available township, county, state and federal resources. The ED Director will assist with the creation and implementation of the Township's strategic master plan, and will continually evaluate various funding options available for economic development projects; applying for, and managing allocations, reporting and compliance. Community Block Grant program responsibilities will eventually be added. Perform related duties as assigned.

### **Essential Job Functions:**

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Directs and administers the township's economic development. Develops and establishes departmental policies and procedures governing these processes. Oversees the procedural activities of all Economic development staff members. Manages Township special projects and Marquee events.
2. Evaluates, develops, implements, and directs short and long-range plans to meet the township's Economic development goals and objectives. Evaluates, develops, implements, and directs the accomplishments of the township's economic development programs, social assistance programs, and public improvement projects.
3. Supervises department personnel, evaluates performance, manages disciplinary action and oversees training and professional development.
4. Prepares and presents the department's annual general fund budget requests, administers all aspects of the departmental budget, and ensures that all authorized budgetary procedures are properly implemented. Reviews and approves all purchase requests, overtime/comp time usage, expense reports, and other related requests.

5. Evaluates, develops, and directs the implementation and integration of new technology into the department's work processes. Determines and defines departmental technology needs, provides for staff technology training, and fosters departmental transition to new and upgraded technology.
6. Acts as spokesperson for all department activities and policies. Acts as liaison between the department and citizens, businesses, business groups, other governmental agencies, grant funding agencies, regulatory agencies, development and municipal professionals and development issues. Serves on special committees and participates in civic and professional organizations as appropriate.
7. Studies and prepares vacant personal, and commercial real estate listings, and performs trend analyses. Possess knowledge of tax incentive programs, brownfield, state and local laws.
8. Keeps abreast of changing laws, regulations, professional planning practices, and policies through continued education and professional growth. Maintains cooperative relationships with peer agencies and other governmental units. Attends conferences, workshops, and seminars to achieve these goals as appropriate. Performs related work as required.

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Educational requirements include a bachelor's degree in urban planning, public administration, economic development, or related field; master's degree preferred.
- Experience requirements include five or more years of economic development and/or planning administration responsibilities including a minimum of two years of management experience.
- Thorough knowledge and understanding of the principles and practices of municipal planning and zoning, land-use issues and regulations, economic development and program/project financing laws, ordinances, policies, and administration.
- Considerable knowledge of municipal operations as they relate to the administration of the planning, economic/community development, and growth of the township.
- Skill in public relations practices, personnel management, and budgeting.
- Skill in interpreting, applying, compiling, and evaluating complex planning, land-use, zoning code guidelines, economic development, , project management, regulatory and demographic

information, and formulating policy, standards, and service recommendations.

- Skill in managing all Economic Development department operations and programs, business retention and expansion, improve economic opportunity and diversify the tax base.
- Ability to establish effective working relationships and use good judgement, initiative, and resourcefulness when dealing with citizens, elected officials, businesses, employees, development professionals, other governmental and regulatory agencies, and professional contacts.
- Ability to effectively communicate and present ideas and concepts orally and in writing, and make presentations in public forums. Ability to utilize office equipment and technology, including computers and related software, and the ability to master new technologies.
- Ability to critically assess situations and solve problems, and work effectively under stress, within deadlines, and through changes in work priorities.
- Ability to effectively train, supervise and evaluate the work of others and build relationships with business leaders & organizations.
- Possess a valid driver license with 5 or fewer points.
- Community Development Block Grant program experience is preferred.

**Physical Demands and Work Environment:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the 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 talk or hear. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move items of light to moderate weight. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

While performing the duties of this job, the employee regularly works in a business office setting. The employee is occasionally exposed to outside weather conditions and occasionally works near moving mechanical parts and/or machinery. The noise level in the work environment is usually quiet, and may become loud in field situations