

**CITY OF SANDUSKY
POSITION ANNOUNCEMENT**

Director of Development Programs
Department of Community Development

The City of Sandusky is accepting applications for the full-time position of Director of Development Programs to address the economic and housing development needs of the City. The ideal candidate for this position must possess a Bachelor's Degree in business administration, banking, real estate, accounting, public administration, economics, planning, urban development, marketing or similar discipline with experience in economic and/or housing development, grantsmanship, or equivalent combination of education and experience. A complete job description may be obtained at 222 Meigs Street, Sandusky, Ohio or by visiting www.ci.sandusky.oh.us.

APPLICATIONS ARE BEING ACCEPTED BY THE
DEPARTMENT OF ADMINISTRATIVE SERVICES
222 MEIGS STREET, SANDUSKY, OHIO
Attn: Connie Nicholson cnicholson@ci.sandusky.oh.us

JOB DESCRIPTION

**Director of Development Programs
Pay Range – A2
Department of Community Development**

Job Title: Director of Development Programs

Reports To: Chief Development Officer

**Supervises Directly: Housing Development Specialist & Economic
Development Specialist**

Supervises through subordinates: None

Purpose for the Position:

To address the economic development needs of the City through linking resources to existing and prospective business and working with external stakeholders to create an environment conducive to business creation and expansion. Further, to address the housing development needs of the City through linking resources to existing homeowners, prospective purchasers and tenants and working with external stakeholders and developers to create an environment conducive to attracting new housing development and rehabilitation and preservation of existing housing stocks.

Essential Responsibilities Economic Development:

Implements and manages the Economic Development Capital Fund programs (i.e. business development and expansion grant programs), through a supervisory role with the Economic Development Specialist, to assist new, existing and expanding businesses with their substantial redevelopment, façade and signage or start-up projects.

Promotes and oversees enterprise zone tax abatement program including promotion of the program, application review and annual monitoring as the staff liaison to the Tax Incentive Review Council and Ohio Development Services Agency. This also includes preparing appropriate project summaries for new tax abatement requests for review and consideration by the Tax Incentive Negotiating Committee.

Maintains, either internally or through partners, an inventory of available land for sale or lease and properties for sale or lease to make available sites and spaces to potential developers, businesses, and tenants.

Provides a leadership role to bring developable parcels of real estate to market through efforts including, but not limited to, brownfield redevelopment and remediation, demolition and marketing.

Works with local downtown stakeholders such as Downtown Sandusky, Inc. and the local merchant's association to develop and implement strategies to maintain a strong and diverse downtown merchant presence and collaborate with property owners to bring leasable space to market.

Develop partnerships with other internal departments and external stakeholders to promote the area for economic development and tourism opportunities and assists in the development and implementation of events and promotions marketing the City and region.

Promotes retention and expansion of industry and commerce within the City; develops and maintains a cooperative working relationship with existing businesses; identifies existing businesses' retention and expansion needs, conducts research and identifies and utilizes available resources to address those needs.

Maintains and develops contacts with professional land and building developers, realtors, entrepreneurs, government officials, private industry representatives, Chamber of Commerce, Erie County, Lake Erie Shores and Islands and others related to development activities.

Maintains current data regarding the community to market the community to prospective business clients and promote international relations and tourism.

Annually reviews and updates existing economic development program guidelines and applications based on needs of clients and customers and to adapt to changing economic and regional trends..

Essential Responsibilities Housing Development:

Oversees and administers, through a supervisory role with the Housing Development Specialist, the Community Development Capital Fund programs including but not limited to new housing unit subsidies, exterior home repair and landscaping assistance, and down payment assistance. Activities include but are not limited to the following:

- Marketing of programs and offerings to property owners, homeowners, developers, tenants, realtors, lenders, title companies and other parties associated with the arena of housing development and improvement.*
- Review of applications for grant/loan assistance.*
- Assisting each successful applicant with funding disbursement and remaining engaged via project inspections to ensure terms of grant agreement are being met.*
- Maintains internal financial reporting as part of program administration*
- Annually reviews accomplishments and impact of housing programs and recommends updates to housing development program guidelines and applications.*

Promotes and oversees residential community reinvestment area tax abatement program including promotion of the program, application review and annual monitoring.

Responsible for diversifying housing availability options in the City through special projects or initiative such as new in-fill housing, expansion of vacation and seasonal housing options or redevelopment of vacant upper floors in the downtown area for residential purposes.

Responsible for the ultimate maintenance, either internally or through partners, of an inventory of available land, parcels and buildings for sale or lease to market sites and spaces to potential developers, residents and tenants.

Works in concert with other internal departments and external partners (such as the Erie County Land Reutilization Corporation) to bring developable parcels of real estate to market through efforts including, but not limited to, brownfield redevelopment and remediation, demolition, acquisition and marketing.

Promotes expansion of housing options within the City and develops and maintains a cooperative working relationship with existing and prospective developers, realtors, and lenders.

Maintains current data regarding the community to market the community to prospective residents and developers.

Research statistical and demographic data to analyze best means of attracting and retaining residents.

Other Responsibilities:

Confers with and updates the Chief Development Officer, the City administration and City Commission as appropriate.

Serves on various committees, boards and non-profit organizations as a representative of the City of Sandusky.

Performs any other duties and responsibilities as determined by the City Manager and the Chief Development Officer.

Responsible to self-initiate activities consistent with the City of Sandusky's and department's goals and objectives including all existing strategic and masterplans.

To do this job, you must have the following licenses or certifications before being hired:

Valid Ohio Driver's License.

To do this job, you must have the following amount of total education and/or experience:

High School Diploma

Required qualifications include a Bachelor's Degree in business administration, banking, real estate, accounting, public administration, economics, planning, urban development, marketing, or similar discipline with experience in economic or housing development, grantsmanship, or equivalent combination of education and experience.

Preference for candidates that have background in business or loan underwriting, ability to create or minimally, understand real estate development and operational proformas, and to understand and interpret company/business financial statements.