

City of Meriden, Connecticut

Department of Human Resources

Katherine Zygmunt
Director of Human Resources



CITY HALL
142 EAST MAIN STREET
MERIDEN, CONNECTICUT 06450
TELEPHONE (203) 630-4037
FAX (203) 630-5882

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Assistant Economic Development Director

This position directly supports all aspects of the City's economic development agenda and special projects under the supervision of the Economic Development Director. The Economic Development Office uses various strategies to recruit businesses and developers. This position focuses on business recruitment and retention, small business development, Community Development Block Grant/Neighborhood Preservation (CDBG) and more. Full job description attached.

Qualifications:

At least 3-5 years of progressively responsible experience in economic development, urban redevelopment, commercial real estate, or business financing required. Experience working with or for municipal, State and/or Federal agencies preferred.

Bachelor's Degree in related field (*e.g.*, marketing, public administration) required. Master's Degree a plus. Experience can be substituted for education at the City's discretion.

Proficiency in Microsoft Word, Excel and PowerPoint required.

Must have a valid CT Driver's license.

Bilingual (English/Spanish) preferred

Hiring Salary Range \$70,000.00 - \$80,000.00

Apply online at <https://tinyurl.com/meridencareers> and you can email your resumes/applications to humanresources@meridenct.gov. Applications are also available in the Human Resources Department, City Hall, 142 East Main Street. Monday – Friday 8:00am – 5:00pm.

Last date to apply: Open until filled

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Assistant Economic Development Director

Bilingual (English/Spanish) preferred

This position directly supports all aspects of the City's economic development agenda and special projects under the supervision of the Economic Development Director.

Examples of Job Functions/Duties

Business Recruitment: The Economic Development Office uses various strategies to recruit businesses and developers. The Assistant Director assists the Economic Development Director in all of these efforts. The Assistant Director fields calls from companies wishing to locate to Meriden, maintains a system that tracks prospects, and identifies available properties that may not be listed with brokers. Both the Economic Development Director and Assistant Director participate in trade shows across the State, attend realtor events, solicit developers for sites, and attend economic development events. The Assistant Director assists in setting up meetings with prospects and appropriate City and State officials.

Business Retention: The Assistant Director formulates and implements strategies for business retention. The Assistant Director assists with business expansion needs, conducts property searches when companies wish to move their operations to or within the City, maintains a current database of available properties, and organizes corporate visits. The Assistant Director attends chamber events and speaks at local volunteer associations meetings, conducts site searches for brokers and end-users, maintains contact with realtors through emails, alerts and calls, and organizes property tours for prospects.

Small Business Development: The Assistant Director acts as a liaison between the small business community and economic development agencies such as the CT Department of Economics and Community Development, the Small Business Development Center, the Community Economic Development Fund, and other public and private agencies that can help identify and implement actions to enhance small business development in Meriden. Examples include scheduling and recruiting businesses to participate in small business training (QuickBooks, marketing, finance, etc.), participating in training sessions as required, identifying and referring small business clients to SBDC or other appropriate agencies for further assistance, and assisting small business owners to prepare funding and loan applications submitted to state and private funding agencies. The Assistant Director will assist the Economic Development Director in these efforts and will take the lead role in assisting small business development as necessary.

Assistant Director Economic Development (continued)

Tax Incentive Programs: The Assistant Director assists in marketing all programs to realtors and businesses, and helps businesses with applications and processing. The Assistant Director identifies any new trends and changes to existing tax abatements and maintains all files for tax incentive programs.

Marketing Efforts: The Assistant Director works with the Economic Development Director to organize special events. The Assistant Director attends events/conferences representing the Economic Development Office, composes and manages social media platforms, including Instagram, and department website marketing articles for various publications. The Assistant Director provides staff support to ad hoc committees, attends trade shows, and assists with e-news blasts and other written materials.

Grants Management: The Assistant Director will work with the Special Projects Coordinator on all related economic development grants and will work with the City's in-house Grants Originator and any outside grants consultants.

Brownfields and Redevelopment Projects: The Assistant Director helps organize neighborhood stakeholder meetings, prepares agendas, notices, and minutes. The Assistant Director also assists the Economic Development Director in procuring consultants through the City's Purchasing Department. The Assistant Director organizes informational meetings, attends conferences and related meetings, and represents the City in such meetings.

Community Development Block Grant/Neighborhood Preservation Program:

The Assistant Director will work with the Community Development Block Grant (CDBG) third-party vendor and the City's Special Projects Coordinator to implement the annual CDBG program. The Assistant Director also will work with the Neighborhood Preservation Program third party vendor to implement this CDBG-funded activity that provides low or no interest loans to qualified homeowners to complete home improvement projects for properties located in low and moderate income census tracts. Responsibilities include: marketing the NPP program to qualified homeowners; managing the NPP application process; selecting qualified projects for participation in the program; coordinating the bidding and contractor selection process in accordance with all federal grant requirements; assisting as needed the Special Projects Coordinator in the administration of the program, including: processing payments in accordance with City policies and procedures; completing environmental reviews and required records; providing progress reports as required; and amending the program policies and procedures as necessary.

Economic Development Task Force: This position provides staff support to meetings, prepares agendas, minutes and property lists, maintains property files and a database, and follows through on preferred disposition processes. The position manages all communications with prospective purchasers and prepares City Council resolutions.

Such other duties as assigned.

Assistant Director Economic Development (continued)

Desirable Knowledge, Skills and Abilities

Knowledge of economic development practices and programs.

Ability to establish and maintain effective and courteous working relationships with public officials, residents, members of the general public, other agencies, co-workers, and to effectively and discreetly convey potentially confidential information as required.

Ability to establish and maintain cooperative relationships with businesses and developers.

Knowledge of and experience with Transit Oriented Development (TOD) would be a plus.

Experience in managing grants would be a plus.

Considerable ability in written and oral communication.

Qualifications

At least 3-5 years of progressively responsible experience in economic development, urban redevelopment, commercial real estate, or business financing required. Experience working with or for municipal, State and/or Federal agencies preferred.

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