

## **DIRECTOR (DEPARTMENT OF ECONOMIC DEVELOPMENT)**

The City of Harrisburg is seeking a highly motivated individual to fulfill the responsibilities of Director for the Department of Economic Development. This is a senior, cabinet-level position that administers the comprehensive commercial and industrial development planning and program activities for the City of Harrisburg. Directs activities such as research, analysis, and evaluation of technical information to determine feasibility and economic impact of proposed expansions and developments. More importantly, this position is chiefly responsible for developing and implementing a strategy that attracts, retains, and encourages expansion of business and jobs in Harrisburg. All activities are directed toward the development and maintenance of a favorable climate for business development. Work is performed under the direct supervision of the Mayor and Business Administrator. This is a management, FLSA-exempt position.

Qualifications include a bachelor's degree, or preferably possession of a master's degree, from an accredited college or university in the area of business administration, public administration, marketing, economics, or other related field. Extensive professional experience in economic development and/or equivalent in the private sector. Or any equivalent combination of experience and training which provides the required knowledge, skills and abilities. A valid Pennsylvania Driver's License, Class C or equivalent is also required.

The annual salary range is \$75,000 to \$85,000 (commensurate with experience and qualifications), plus an excellent benefits package.

The City intends to fill this position as soon as possible. It will remain open until filled. If interested, please submit a cover letter, your resume, three employment references and salary history to:

City of Harrisburg, Bureau of Human Resources  
The Rev. Dr. Martin Luther King, Jr. City Government Center  
10 N. 2<sup>nd</sup> Street, Harrisburg, PA 17101  
Phone: (717) 255-6475  
Email: [HR@harrisburgpa.gov](mailto:HR@harrisburgpa.gov) (**electronic submission preferred**)

The City of Harrisburg is an Equal Opportunity Employer.  
Eric Papenfuse, Mayor  
[www.harrisburgpa.gov](http://www.harrisburgpa.gov)

**JOB TITLE:**

**GRADE: M-33**

**DIRECTOR – DEPARTMENT OF ECONOMIC DEVELOPMENT**

**GENERAL STATEMENT OF DUTIES:**

This is a senior, cabinet-level position that administers the comprehensive commercial and industrial development planning and program activities for the City of Harrisburg. Directs activities such as research, analysis, and evaluation of technical information to determine feasibility and economic impact of proposed expansions and developments. More importantly, this position is chiefly responsible for developing and implementing a strategy that attracts, retains, and encourages expansion of business and jobs in Harrisburg. All activities are directed toward the development and maintenance of a favorable climate for business development. Work is performed under the direct supervision of the Mayor and Business Administrator. This is a management, FLSA-exempt position.

**EQUIPMENT/JOB LOCATION:**

Work is performed at the Rev. Dr. Martin Luther King, Jr. City Government Center. Work involves the use of various machines such as personal computer, scanner and printer, copy machine, telephone, and other technological devices. Duties are typically performed weekdays from 8:30 a.m. to 5:30 p.m.; however, some evening and weekend work will be required.

**ESSENTIAL FUNCTIONS:**

Maintains liaison with business and industry, including the Harrisburg Regional Chamber of Commerce, Capital Region Economic Development Corporation, the African-American Chamber of Commerce of Central Pennsylvania, community business groups, retail and neighborhood merchant associations, banking institutions, and national and international companies headquartered in the city. Assists minority-owned and women-owned businesses to get started, do well, and expand. Prepares informational packets which will describe the quality of life, cost of living, employment factors, skills available, potential labor force, wage and salary statistics, training program and incentives, site availability, financing possibilities, tax requirements and incentives, utility capacities and rates, and other conditions affecting the economic environment of the city. Directs site investigation for the location of new investments. Identifies, classifies, and inventories all city-owned properties and vacant properties available to business and industrial development. Develops presentations for economic development to be given to professionals and lay persons. Develops, implements, and maintains an economic development program for the city. Confers with the Mayor and other city officials to effect changes in local policies and/or ordinances that discourage effective economic development. Responsible for drafting of incentives to package specific economic development projects that result in expansion of the tax base. Maintains regular, punctual and predictable attendance. Reports to work and remains at work in a productive condition which includes not being under the influence or impaired by the use of alcohol and/or drugs. Establishes and maintains an effective working relationship with supervisors, co-workers and the general public. Completes all assignments in an efficient, consistent and timely manner.

**JOB TITLE:****GRADE: M-33****DIRECTOR – DEPARTMENT OF ECONOMIC DEVELOPMENT****NON-ESSENTIAL FUNCTIONS:**

Assist mayoral and city staff in the performance of normal office duties as required. Other duties as assigned.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to craft creative economic development site and financing packages to stimulate commercial and industrial development.
- Comprehensive knowledge of modern principles and practices of economic development.
- Working knowledge of local economic and business conditions.
- Knowledge of city, state, and federal programs relating to economic development.
- Excellent skills in oral and written communication.
- Demonstrated skill in conducting research, making presentations, and implementing economic development programs and/or projects.
- Ability to direct and conduct staff toward achieving program goals.
- Ability to analyze and project financial statistics.
- Strategic planning
- Ability to exercise good judgment.

**QUALIFICATIONS:**

Bachelor's degree, or preferably possession of a master's degree, from an accredited college or university in the area of business administration, public administration, marketing, economics, or other related field. Extensive professional experience in economic development and/or equivalent in the private sector. Or any equivalent combination of experience and training which provides the required knowledge, skills and abilities. A valid Pennsylvania Driver's License, Class C or equivalent is also required.