



# TOWN OF OLD SAYBROOK

## Job Description

302 Main Street • Old Saybrook, Connecticut 06475-2384

---

**TITLE:** Executive Director

**DEPARTMENT:** Economic Development

**JOB SUMMARY:** Plans, organizes and administers a program to sustain or grow the economic resources of the Town compatible with the character of the community; assists the Board of Selectmen (BOS) and Economic Development Commission (EDC) in supporting existing businesses as well as seeking out and working cooperatively with prospective businesses.

**SUPERVISION RECEIVED:** Receives general administrative direction from the First Selectman; Serves as staff to and receives policy direction from the EDC.

**EXAMPLES OF PRIMARY DUTIES:** (Note: This section is intended only as illustrations of work that may be performed. The omission of specific duties does not exclude them from the position if the work is related or a logical assignment.)

Reviews at least annually, the Economic Development section of the Town's Plan of Conservation and Development and recommends revisions as necessary to the EDC and BOS. Plans short-term and long-term strategies and tasks in order to implement the Town's plans and policies relating to economic development.

Develops and maintains a marketing plan based on available economic development opportunities and resources, to include on-going dialogue with real estate companies and developers to keep up-to-date on available commercial and industrial properties. Periodically makes on-site visits to new and existing businesses to foster EDC's efforts to attract and retain quality businesses in Old Saybrook.

Works cooperatively with EDC, BOS and local businesses on grant applications for business development, retention or expansion as applicable. Administers approved grants as directed by BOS.

Establishes and maintains working relationships with applicable federal, state, regional and local development agencies. Keeps current on applicable legislation and grant programs that can benefit local businesses. Takes advantage of workshops, seminars, and educational materials from government agencies and professional organizations to keep current on development issues. Participates in various local organizations related to business, such as the Chamber of Commerce and Main Street Business Association.

Works cooperatively with Land Use and other commissions and Town Departments on proposed commercial and mixed use development, as well as attending evening meetings as necessary.

## TOWN OF OLD SAYBROOK

### Job Description

---

#### Economic Development – Executive Director (Continued)

Participates in the preparation and presentation of promotional materials and events, including but not limited to newsletters, press releases, Town website, brochures, and public speaking engagements. Organizes and hosts workshops and seminars for local businesses.

Attends monthly EDC meetings and prepares agendas and materials as directed by EDC Chair.

Office administration as needed, including correspondence, and budgeting.

#### QUALIFICATIONS:

Bachelor's Degree in Public or Business Administration, Urban or Regional Planning or related field or equivalent experience; Minimum of two years of experience economic development or planning, preferably in a municipal or regional agency preferred.

#### KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

Ability to apply principles of business administration to problem solving involving multiple variables; Ability to obtain and analyze internal and external data; Demonstrated marketing, public relations and organizational skills; Knowledge of and ability to interpret state statutes and local ordinances pertaining to land use and economic development initiatives; Proficient in Microsoft Office applications, including Word, Power Point and Outlook as well as Internet research and usage; Excellent written and oral communication skills; Ability to work independently or in a group or team setting.

#### LICENSES OR CERTIFICATES REQUIRED:

Ability to obtain and maintain a valid Connecticut Motor Vehicle operator's license.

**SALARY RANGE:** \$20,000 - \$25,000 dependent on experience. Position is part time (20 hours per week).

Please send resume and completed application by September 23, 2013 to: Town of Old Saybrook; 302 Main Street; Old Saybrook, CT 06475; Attention: Lisa Carver, Finance Director or by email: LCarver@town.old-saybrook.ct.us. No phone inquiries please.