



<b>POSITION:</b>	<b>Economic Development Director</b>
<b>DEPARTMENT:</b>	<b>General Administration</b>
<b>JOB TYPE:</b>	<b>Full-time</b>
<b>SALARY:</b>	<b>\$104,919 - \$133,771</b>
	<b>commensurate with experience</b>
<b>POSTED:</b>	<b>12/5/2023</b>
<b>CLOSING DATE/TIME:</b>	<b>Until Filled</b>

**The City of Monroe** is now accepting applications for the position of Economic Development Director. This position is responsible for performing a variety of administrative, technical & professional work in the preparation & implementation of economic development plans & programs & services for the City of Monroe; responsible for coordinating & developing commercial & industrial projects & assists with oversight implementation of the downtown development plans. This position acts as a liaison with industrial & commercial customers, oversees programs & general marketing of the Downtown Development Authority, Convention & Visitors Bureau, & Urban Redevelopment Agency, & supervises the Main Street & Events Coordinator. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Qualifications & Experience:**

- Bachelor's degree from a 4-year accredited college or university in Public Administration, Public Relations, Marketing, Economics, Communications, or other closely related area
- 5 years of relevant work experience; or equivalent combination of education & experience

#### **Skills & Abilities:**

- Excellent oral and written communication
- Attend meetings, conferences, & trainings as required
- Knowledge of business development, economic development; municipal zoning & infrastructure; planning programs and processes
- Knowledge of software including Microsoft Office Suite, Adobe or equivalent, & various social media platforms
- Ability to develop & maintain project schedule
- Ability to prepare accurate & concise documents
- Ability to understand & apply federal, state & local laws, regulations & ordinances

**The City of Monroe offers some of the most employee-friendly benefits available. To view our complete benefits package & obtain an application, please visit our website. Completed applications may be submitted to Sarah Johnson, Employee Relations Specialist, at [Sjohnson@MonroeGA.gov](mailto:Sjohnson@MonroeGA.gov)**



\*Applications are also available at & may be returned to City Hall, 215 N Broad St, Monroe, GA 30655. The City of Monroe is an Equal Opportunity Employer and a Certified Drug-Free Work Place. Per Georgia Code 34-9-414 be advised that the City of Monroe does pre-employment, reasonable suspicion, post-accident, post-rehabilitation, and routine fitness-for-duty(random) drug testing.