

Emerald Coast Regional Council Community and Economic Development Manager



The Emerald Coast Regional Council (ECRC) is 55 years strong, serving its seven-county region in technical assistance, economic development, and planning across a multitude of disciplines, programs, and services. ECRC team members enjoy a generous benefit package and true work/life balance as they serve the region known for community, growth, and the unrivaled beauty of the Emerald Coast.

The Emerald Coast Regional Council is seeking a Community and Economic Development Manager. Under the supervision and guidance of the Chief Executive Officer, the Community and Economic Development Manager works as a core team manager and performs professional management and advanced-level planning work. Supervises a team of professional individual contributors and applicable staff; implements strategies with direct impact on departmental / functional results.

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Provides overall management to specific programs, organizations, and professional planning projects which may include specialized planning functions such as large-scale new development proposals, comprehensive plan updates, and environmental studies
- Assists with coordinating budget preparation and administration for department; monitors and controls expenditures; works closely with Chief Executive Officer and core management team to ensure all programs and budgetary functions are performed within established budgetary parameters to ensure sound fiscal control
- Develops plans, studies, and analyses on regional basis related to assigned area of responsibility
- Serves as liaison between community groups, government agencies, developers and elected officials; advises various councils, boards, commissions and elected officials in planning-related issues
- Manages all planning functions in assigned area of responsibility to ensure that department schedules, goals, and objectives are met; receives and reviews invoices and prepares monthly progress reports for projects; allocates appropriate resources to personnel to ensure that essential job functions are performed properly, and all regulatory reporting requirements are met
- Collaborates with internal and external personnel to assist in implementing and/or maintaining services and programs; may provide presentations to local government and groups
- Reviews and coordinates the development of plans, documents, and reports created by staff in division
- Provides suggestions to Chief Executive Officer regarding planning policies; coordinates and provides staff support and technical assistance
- Supervises and evaluates personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other related duties as assigned.)

MINIMUM QUALIFICATIONS:

- Bachelor's degree in urban planning or related field
- Eight (8) or more years' planning experience
- Three (3) years of supervisory or management experience
- Must pass a pre-employment drug screen and background check.

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Community and Economic Development Manager



PREFERRED QUALIFICATIONS:

- Master's Degree in Urban Planning or related field
- Professional Certification in relevant specialization
- Advanced computer skills

HOW TO APPLY:

Please visit www.ecrc.org/employment to obtain an application and instructions regarding submission. Candidates will not be considered until both the application and resume are received.

The ECRC is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the ECRC provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. ECRC is a Drug Free Workplace.