

**Economic & Community Development (ECD) Director**  
**City of Castlewood**  
**Castlewood, South Dakota**  
**Job Description**

- ⇒ Under general direction of the ECD Board of Directors, City Council and Mayor
- ⇒ Plans, organizes and implements economic & community development functions from conception to completion, including business retention, business attraction, incentive programs, and community development activities
- ⇒ Performs a variety of responsible administrative, professional and technical tasks
- ⇒ Implements economic development goals and objectives for the City of Castlewood, interfaces and coordinates with local businesses and various City departments and staff.
- ⇒ Manages & Coordinates activities at the Wellness Depot.

**EXAMPLES OF DUTIES**

- To manage the Wellness Depot, manage key fob access, schedule specific activities, coordinate the schedule & needs of service providers using the building, scheduling use of Wellness Depot by individuals or group, and assist the City Finance Officer with accounting and other assigned duties related to the Wellness Depot.
- To assist in recruitment and establishment of new businesses, industry, and citizens to the City of Castlewood and its surrounding area.
- To assist in retention and expansion of existing businesses and industry.
- Work to improve the economics for the City of Castlewood and its surrounding area and to increase employment opportunities and growth.
- Develop a strong working relationship with businesses, city, county, other governmental agencies, media, and the community Attend city council meetings on an as needed basis to inform the council on development action and goals.
- Do a bi-yearly land inventory for available property and building space for commercial, industry, business or residential uses.
- Provide support for achieving the town initiatives and programs.
- To stay in contact with The Governor's office of Economic Development on a regular basis. To attend conferences and meetings that may educate and/or assist an executive director. These may require overnight stays.
- To oversee all projects of the development organization and update the board on a regular basis.
- To keep records of contacts made, meetings attended, and all work performed on a daily basis. The executive director will submit a quarterly summary of activities to ECD Board and City Council.
- That any and all information obtained or received by the executive director will be held in the strictest confidence and will not release any information to anyone but the Board of Economic & Community Development Board or to whom the board authorizes the release of this information.
- To seek and write grants that will benefit the City of Castlewood and residents.
- Be able to assist and establish loan and grants for prospective businesses on expansion, retention, and new establishments.
- To travel as needed to obtain new businesses/industry, for prospective opportunities as well as obtaining grant and loan opportunities and for networking/training regarding your role & duties.

- Continue professional development and being knowledgeable of current trends of economic development. Collaborate with organizations that promote local, regional, state and national economic development by attending trainings and meetings
- To be visible to the community as a leader and supporter of the community events. May be asked to speak at various clubs and organizations concerning himself/herself and Economic & Community Development activities. To be a spokesperson for the city of Castlewood, the Castlewood Economic & Community Development Board, and the Wellness Depot.
- Assist in maintaining the Economic Development Page(s) on the City of Castlewood web site and assist the City Finance Officer with accounting and other assigned duties as needed.

Shall perform such additional acts or duties as the ECD Board shall assign. This job description and the routine tasks listed above are not all inclusive. Events may arise that require updating and adding new duties and tasks.

## **QUALIFICATIONS/GUIDELINES**

### **Education and/or Experiences**

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example: combinations may include a Bachelor's degree in public/business administration, planning & zoning, economics, marketing, finance or related field. Experience in economic development, community development or redevelopment activities in the public or private sector in the State of South Dakota, or an understanding of the Castlewood Community and surrounding area.

### **Knowledge, Skills and Abilities**

Ability to oversee and manage the operations, services and activities of the economic & community development program and Wellness Depot; use sound judgment; present written and oral reports; design visual aids such as maps, tables and charts; prepare clear and concise reports; analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations; research, analyze, and evaluate new service delivery methods and techniques; interpret and apply laws and regulations; communicate clearly and concisely both orally and in writing; familiarity with budgeting, financial and tax reporting; ability to fund raise; valid driver's license.