

Town and Village of Waterbury

Economic Development Director

Duties and Job Description

Waterbury Area Development Committee (WADC), a committee of Revitalizing Waterbury (RW), is seeking a professional economic development director to serve as full or part-time staff to our Board of Directors and provide economic development services to the Village and Town of Waterbury. The successful candidate will ideally have three or more years of experience in economic, business or community development and a college degree in an applicable field. The successful applicant will work as a contract employee or a on a contractual basis with Revitalizing Waterbury and under the supervision of RW's WADC Sub-Committee. This position may be flexible on average weekly/monthly hours depending on circumstances. An employment contract will be negotiated based on qualifications.

Job Duties

- Assist existing Waterbury companies in all economic endeavors
- Provide assistance to accommodate growth needs of existing businesses
- Recruit suitable and sustainable economic opportunities and enterprises
- Report confidentially to WADC and Waterbury Municipal Manager
- Staff and provide reports at WADC monthly meetings
- Provide weekly written updates to the WADC committee members
- Provide monthly written reports to Village Trustees and Town Select Board
- Create and maintain a Waterbury Economy page on Waterbury Town/Village website
- Provide oversight to Waterbury's Pre-Project Review Board
- Create and maintain interactive Project Files for all ongoing projects
- Work closely with local and regional service providers
- Foster and sustain respectful relationships with local and regional developers and community members through public and private partnerships
- Provide leadership in conceptual and concrete incentives such as infrastructure expansion that fits within the scope of growth center planning
- Help provide eligible economic development incentives to private investors such as tax credits
- Work with Waterbury Long Term Community Recovery Director on projects in the flood plain
- Apply for economic development related grants where appropriate after approval by the Village Trustees and Select Board

Revitalizing Waterbury is an equal opportunity employer. Advertised beginning June 4, 2015

Please send letter of interest and resume with three references to: arvads@comcast.net by June 19, 2015 ay 4:30pm.