

The following description is a general summary of responsibilities with some specific duties. It is not a total delineation of all duties nor does it limit the responsibilities to those stipulated. Position functions as a part of overall municipal team to ensure effective and efficient municipal operations.

DEFINITION:

Performs a variety of administrative and professional work functioning to oversee the implementation and coordination of community and economic development plans, programs and services. Provides assistance when appropriate to provide for effective, efficient review, permitting, goal achievement and public service. -Provide professional, technical, marketing and administrative work in economic development and grant writing/administration for the Town of Walpole; all other related work as required. Shall be responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

SUPERVISION:

Works under the policy direction of the Town Administrator or his/her designee, following Town rules, regulations and policies, and to independently complete tasks according to a prescribed time schedule. Employee establishes own work plan and completes work in accordance with established departmental policies and standards. Only unusual cases are referred to supervisor. Requires and monitors review and comments from department heads and other town officials on proposed projects and operations. Attends meetings of and provides administrative support to Economic Development Commission, the Walpole Housing Partnership and the Master Plan Implementation Committee.

Performs varied and responsible duties of a complex nature, requiring a thorough knowledge of departmental operations and the exercise of considerable independent judgment and initiative in carrying out professional duties including researching, preparing, filing and administering grant applications and awards, developing and implementing a marketing proposal for the Town of Walpole following Board of Selectmen approval, and introduction to the permitting process for prospective businesses.

Employee shall provide supervisory oversight and direction to the Zoning Board of Appeals Administrative Board Secretary position.

Has access to confidential information including bid proposals, sale and purchase agreements and personal information about citizens and/or developers related to economic development programs and/or proposed developments.

DISTINGUISHING CHARACTERISTICS:

1. Makes frequent contacts with business leaders, attorneys, developers, brokers, engineers, consultants, the general public, other town officials, other town department heads, federal and state agencies, and vendors. Contacts involve routine to complex discussions, which require discretion, resourcefulness, and persuasiveness to achieve the desired results. Communication is by means of telephone, personal discussion and correspondence.

2. Understands and explains provisions of the General Bylaws, Zoning Bylaws and Subdivision Rules and Regulations as well as applicable state laws to prospective businesses and commercial developers.
3. Public relations is a vital part of the position as it requires technical knowledge and tact in obtaining or furnishing information on matters of law and policy, in explaining the goals and objectives of a project, policy or strategy, and in obtaining assistance, support and/or funding for same.
4. Errors in procedures or in the interpretation of state and/or federal and/or local legislation, community attitudes and regional and local economic development impacts could result in recommendations affecting orderly community economic development, the local economy, conservation efforts, and long range planning which in turn could result in delay and confusion, monetary loss, cause adverse public relations, and lower levels of department service.

ESSENTIAL FUNCTIONS:

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position.

EXAMPLES OF WORK: Including but not limited to:

1. Coordinates community development operations to achieve goals within available resources.
2. Provides leadership and direction in the development of short and long range plans and projects; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.
3. Provides professional planning and development advice to supervisors and other officials; makes private and public presentations to supervisors, boards, commissions, civic groups and the general public.
4. Communicates official plans, programs, policies and procedures to the general public.
5. Will research and develop marketing tool(s) for Town of Walpole to encourage economic (industrial, commercial, business, etc.) development in Walpole, and present it to appropriate boards and committees for approval. Will implement and administer approved marketing plan, and will perform outreach services to commercial real estate specialists marketing the town.
6. Identifies economic development issues, problems, and alternatives. Conducts informal and formal meetings with the general public, planning agencies, attorneys, brokers, businesses and developers.
7. Prepares initiatives in concert with Walpole Master Plan, and identifies areas of concern to Town Administrator.
8. Meets with developers to review alternatives for achieving the desired outcomes such as timely regulatory review, enhanced project feasibility, accessibility, environmental protection and aesthetic appeal.
9. Acts as a liaison between Town and Chambers of Commerce and other public/private non-profit groups. Attends scheduled meetings.
10. Works with existing businesses and/or property owners regarding rehabilitation and/or reuse options.
11. Gathers, interprets, and prepares data for studies, reports, recommendations and zoning relating to economic development and use of land.

12. Meets with project applicants to review projects and materials. Assists Planning Board and Building Commissioner/Zoning Enforcement Officer as required with applicant's project in permit process with other boards and administrators.
13. Provides Economic Development information and assistance as necessary with the Board of Selectmen, Planning Board, Economic Development Commission, Zoning Board of Appeals, Conservation Commission, Public Works Department, and Building Department.
14. Processes incoming mail, inquiries and visitors and responds appropriately to matters requiring personal attention; assists individuals in person or by telephone, providing information relative to departmental procedures.
15. Attends meetings and presents issues and information to the Economic Development Commission, which will assist the Commission in making its recommendations. Responsible for submitting the annual report for the Economic Development Commission.
16. Prepares and analyzes a variety of socioeconomic and/or research studies, statistical reports, and related information for policy decisions on long range, comprehensive and strategic economic development planning, including composing and conducting surveys, research, and reports on proposed bylaw changes requiring town meeting approval related to economic development.
17. Prepares and monitors the Economic Development Commission budget.
18. Works with contracted technical services to complete board and departmental economic development projects. Oversees the progress of professionals, such as lawyers, engineers, planners, developers, etc. on a project-by-project basis.
19. Attends professional and developmental workshops, conferences and courses in order to keep abreast of trends and developments in the municipal economic development profession.

Grant Writing/Administration:

1. Reviews literature dealing with funds available through grants from governmental (state, federal, etc.) agencies and private foundations to determine feasibility of developing programs to supplement local annual budget allocations.
2. Discusses program requirements and sources of funds available with administrative personnel.
3. Confers with personnel affected by proposed program to develop program goals and objectives, outline how funds are to be used, and explain procedures necessary to obtain funding.
4. Works with appropriate staff & Administration in preparing narrative justification for purchase of new equipment and other budgetary expenditures. Submits proposal to Town Administrator for approval.
5. Writes grant application, according to format required, and submits application to funding agency or foundation. It is expected that at least one major and several other grant applications shall be filed annually.
6. Meets with representatives of funding sources to work out final details of proposal.
7. Coordinates press releases and events as necessary announcing award of grants to Town.
8. Directs and coordinates evaluation and monitoring of grant funded programs, or writes specifications for evaluation or monitoring of program by outside agency.
9. Assists department personnel in writing periodic reports to comply with grant requirements. Maintains master files on grants.
10. Monitors and completes paperwork connected with grant funded programs.

GENERAL ESSENTIALS:

1. Performs administrative support work as required, including routine office operational functions.
2. Performs similar or related duties as required or as situation dictates. May perform special projects at the direction of the Town Administrator.

DESIRABLE QUALIFICATIONS:

Education and Experience: Bachelor of Arts degree (Masters degree preferred) in business administration, public relations, planning, or related field; demonstrated use of computers; three years progressive experience in municipal economic development desired, or related field; or any equivalent combination of education and experience.

Knowledge, Ability and Skills: Thorough knowledge of the principles and practices of planning, zoning and of state and local land use and environmental legislation, procedures, codes and standards. General knowledge of the skills related to business retention and economic development and marketing. Knowledge of grants writing techniques and sources of potential funding. Knowledge of the principles and applications of geographic information systems. Personal knowledge of and proficiency in the use of office automation, planning materials, tools and other resources; continued commitment to professional development.

Ability to communicate effectively in oral, graphic and written form and to establish harmonious working relationships with town officials, governmental representatives, community groups and the general public. Ability to conduct independent research and to analyze and interpret results. Ability to plan, organize and direct the preparation of comprehensive research studies, analyze problems, prepare reports and formulate recommendations concerning planning. Ability to interpret and explain Town policies, zoning and related economic development policies. Ability to read and understand plans, drawings, and other technical planning materials. Ability to execute extensive and comprehensive grant applications, including research of available programs. Ability to follow through on all applications from submission to award to completion.

Considerable demonstrated skill to establish and maintain effective working relationships with customers, other personnel, superiors, subordinates, and other offices and departments. Imagination, innovation, and judgment relating to planning. High level of persuasiveness, resourcefulness, discretion and negotiating skills.

SPECIAL REQUIREMENTS:

Possession of a valid state driver's license issued by the Registry of Motor Vehicles.

TOOLS AND EQUIPMENT USED:

Personal computer, word processing and spreadsheet applications, calculator, telephone, fax machines, and other standard office equipment; operates an automobile,

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Works in a variety of office and field environments, which requires physical dexterity. The work is primarily of an intellectual nature, but involves lifting binders, reports, plans and office equipment weighing up to 40 pounds and being able to access papers in four drawers and plan file cabinets. Minimal physical effort generally required for work in the office.

Light physical effort occasionally required in the performance of field investigations. Must be able to access all areas of a construction site. Site inspections require the general ability to identify and distinguish colors, peripherals, and distances. Communicates verbally and in writing. Vision and hearing at/or correctable to normal ranges.

WORK ENVIRONMENT:

Work is performed under typical office conditions; intermittent but frequent inspection work is conducted in the field with exposure to various weather conditions, with required service during the evening to attend meetings and from time to time on weekends to conduct a public workshop or to meet with a developer or neighborhood group.

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