

RESOLUTION NO. 66-2019

Amending the Position Title and the Position Description for Assistant City Manager/Director of Economic Development and Amending the Position Title and Position Description for Assistant to the City Manager/Economic Development Manager.

WHEREAS, City Council wishes to amend the title for the position of Assistant City Manager/Director of Economic Development to the title of Assistant City Manager; and,

WHEREAS, it is necessary to amend the position description for the position of Assistant City Manager to properly reflect the duties of this position; and,

WHEREAS, City Council wishes to amend the title for the position of Assistant to the City Manager/Economic Development Manager to the title of Assistant City Manager/Economic Development Director; and,

WHEREAS, it is necessary to amend the position description for the position of Assistant to the City Manager/ Economic Development Director to properly reflect the duties of this position;

NOW, THEREFORE, BE IT RESOLVED by the Council of the Municipality of Worthington, County of Franklin, State of Ohio:

SECTION 1. That the position description for the unclassified position of Assistant City Manager (Class Specification No.30) as per the description attached hereto be and the same is hereby amended.

SECTION 2. That the position description for the unclassified position of Assistant to the City Manager/Economic Development Director (Class Specification No.229) as per the description attached hereto be and the same is hereby amended.

SECTION 3. That the Clerk of Council be and hereby is instructed to record this Resolution in the appropriate record book.

Adopted November 18, 2019

/s/ Bonnie D. Michael  
President of Council

Attest:

/s/ D. Kay Thress  
Clerk of Council

# ***CITY OF WORTHINGTON***

## **POSITION DESCRIPTION**

**POSITION TITLE: ASSISTANT CITY MANAGER**

**CLASS: 30**

Department: Administration  
Date: November 18, 2019  
Reports To: City Manager

Title Revised: 2008  
Updated: 2019

### **General Statement of Duties**

Under the general direction of the City Manager, the Assistant City Manager performs a variety of responsible and independent work of an administrative nature encompassing all City functions. Acts as City Manager in the Manager's absence. Coordinates and oversees activities of the Department of Administration, including Personnel, Information Technology, Public Information, Economic Development and Clerk functions. This is supervisory and administrative work of a highly responsible nature. This position serves as the City Manager's principal assistant engaged in a wide range of duties through both general and specific delegation by the City Manager. The Assistant City Manager performs both assigned and independent staff work and makes recommendations to the City Manager for development of overall administrative policies. This position gives policy guidance and interpretation to department heads and through frequent daily conferences and contacts with the City Manager and others, keeps informed and abreast of current projects and developments in City government.

The Assistant City Manager is liaison to numerous community groups, attending meetings and making presentations. This position also provides staff support to the City Council and the City's boards and commissions as needed.

### **Essential Functions of the Position:**

Serves as Director of the Department of Administration; coordinates and oversees activities of Personnel, Information Technology, Public Information, Economic Development, City Clerk and Mayor's Court.

Performs research and studies and generates reports containing recommendations on administrative policies and City initiatives to the City Manager.

Receives complaints from the public and channels items to the appropriate department or takes necessary action to resolve.

Attends meetings of the City Council and other boards and commissions as necessary.

Prepares staff memos, ordinances and resolutions for the City Council.

Reviews and approves agenda materials for City Council meeting.

Provides policy guidance and interpretation to department heads and the Department of Administration.

Attends meetings of the Community Improvement Corporation and prepares reports for the Corporation as needed.

Prepares and makes presentations to City Council and community groups.

Reviews City codes and administrative regulations and makes recommendations for revision where required.

Negotiates agreements and contracts.

Coordinates the activities of the administrative staff.

Represents the City Manager at meetings where assigned.

Coordinates and oversees development of the City's Capital Improvement Program.

Prepares operating budget requests for the Department of Administration and assists the City Manager and Finance Director on development of the City's annual operating budget.

Serves as City Manager in the Manager's absence.

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

Possess knowledge of local government in Ohio.

Possess the ability to write clear, concise reports, memoranda and letters.

Possess the ability to analyze complex public policy issues and manage diverse administrative projects.

Possess knowledge of municipal government budgeting practices and procedures.

Possess excellent oral and written communications skills.

Possess experience with Microsoft Windows based word processing, spreadsheet and graphics programs.

Possess the ability to accomplish tasks with a minimum of supervision.

Possess the ability to meet the public and discuss problems and complaints tactfully, courteously and effectively.

Possess the ability to establish and maintain effective working relationships with the public, City Council members, department heads and other City employees.

### **Minimum Requirements of the Position:**

The Assistant City Manager must possess a Bachelor's degree in Public Administration, Business Administration, Political Science or a related field (Master's degree preferred) and five or more years progressively responsible administrative and management experience in local government, or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

The characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description does not list all of the duties or functions of the job. The individual in this position may be asked by supervisors to perform other duties. The City has the right to revise this job description at any time.

Adopted by Resolution No. 66-2019; Effective November 18, 2019

# ***CITY OF WORTHINGTON***

## **POSITION DESCRIPTION**

**Position Title: Assistant to the City Manager/Economic Development Director    Class No: 229**

Department:	Administration	Title Originated: 2010
Date:	November 18, 2019	Title Revised: 2019
Reports To:	Assistant City Manager	Updated: 2019

### **General Statement of Duties**

Under the general direction of the City Manager and Assistant City Manager, this position plans, organizes, and implements an economic development program to promote the growth and development of the City's economic base; assists in the retention and expansion of existing businesses, and seeks out new businesses for the City. The Economic Development Director is the lead staff liaison to the Worthington Community Improvement Corporation and is the primary staff person responsible for the City's economic development programs. This position performs a variety of complex administrative, technical and professional work in the preparation and implementation of economic development plans, programs and services. The position has considerable interface with all departments of the City, the City Council, and the development and business community.

### **Essential Functions of the Position:**

Leads the City's economic development programs and initiatives. Plans, directs and organizes the City's economic development activities.

Responsible for formulation, negotiation and implementation of economic development tools such as tax increment financing, community reinvestment areas, and Worthington's Venture Grant program. Prepares annual tax abatement reports and other documentation associated with the City's business incentive programs.

Develops strategies to achieve goals and objectives for Economic Development and presents them to the City Manager and Assistant City Manager; exercises broad discretion and makes independent judgments to attain goals and objectives.

Develops short and long range economic development plans; gathers, interprets and prepares data for studies, reports and recommendations; coordinates activities with other departments and agencies as needed.

Develops and maintains economic development information systems.

Markets the community to attract and retain businesses.

Provides information on economic development issues, programs, services, and plans and responds to requests for information for economic development purposes. Makes presentations to boards, commissions, City Council, civic groups and the general public.

Assists in the expediting of plan review and permit coordination for targeted development projects.

Establishes and maintains relationships with Worthington businesses, developers, property owners and commercial real estate professionals to determine needs, identify and create opportunities for development/redevelopment, and to increase their familiarity with and interest in Worthington.

Responsible for establishing, maintaining and coordinating a working relationship with federal, state, county and regional agencies involved in economic development and workforce education and training. Prepares and maintains a list of local resources to assist businesses in finding training programs for employees, financing, developing marketing plans, locating business services.

Supports the Worthington Community Improvement Corporation, including administrative support and monthly meeting material preparation.

Coordinates and manages professional service contracts, as assigned.

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

Knowledge of business development, economic development, municipal zoning and infrastructure, and planning programs and processes.

Comprehensive understanding of the operations of local and state government as they apply to economic development; advanced skills in finance, marketing, communications and problem solving.

Knowledge of state, federal and regional incentive and grant programs pertaining to economic and community development.

Ability to communicate effectively, both orally and in writing, and to make presentations before private and public groups.

Ability to make important judgments with regard to varied business matters of significance to the City.

Ability to establish and maintain effective working relationships with the business community; City staff; City Council; boards and commissions; federal, state, local and regional economic development officials; and the general public.

Ability to think analytically and creatively and work independently.

## **Minimum Requirements of the Position:**

Bachelor's Degree in urban planning, business or public administration, economics, marketing, finance or other related field (Master's degree preferred) and five years progressively responsible economic development experience, preferably with a municipality.

The characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description does not list all of the duties or functions of the job. The individual in this position may be asked by supervisors to perform other duties. The City has the right to revise this job description at any time.

Adopted by Resolution No. 66-2019; Effective November 18, 2019