

BRA/EDIC EMPLOYMENT OPPORTUNITY**JOB POSTING****TITLE: DIRECTOR of ECONOMIC DEVELOPMENT****JOB POSTING #: 28-07****POSTING DATE: 11/20/07, REV 4/15/08****EMPLOYMENT STATUS: EDIC Employee****DEPT/DIV: ADMINISTRATION & MANAGEMENT/
ECONOMIC DEVELOPMENT*****This posting will remain posted for at least 10 working days before
recommendation for hire can be made. (12/4/07)***

SUMMARY: Under general direction of the Director, plan, organize, manage and control the activities of the Economic Development Division in support of the economic growth and development of the City of Boston, including directing and participating in the management and coordination of the design and development review process of all commercial, large residential, industrial or institutional projects through to preparation of final proposal for Board consideration; manage project management staff; conceive, develop and coordinate strategy and initiatives to expand and enhance Boston's industrial and economic base.

Participate in the development of the overall organizational strategic plan, contributing expertise and information within Economic Development areas as well as coordination of intra-divisional objectives and initiatives.

Create, recommend and implement divisional strategic and operational plans, articulate ECD goals, ensuring consistency with organizational plans and objectives.

Participate with the Director's office and other senior City officials in the development and articulation of overall Boston economic growth and development policy, missions and objectives.

Develop and implement operating policies and procedures governing Economic Development operations. Monitor and assess effectiveness of policies; revise and enhance as needed.

Manage and control Economic Development activities. Provide management direction and guidance; intervene as necessary to resolve administrative or technical issues. Serve as advocate for Economic Development division; represent Economic Development division in internal and external groups.

Directly and through subordinate managers direct and participate in the management and coordination of the design and development review process of all commercial, large residential, industrial or institutional projects through to preparation of final proposal for Board consideration; manage Project Management staff; conceive, develop and coordinate strategy and initiatives to expand and enhance Boston's industrial and economic base.

Directly and through subordinate managers direct and administer programs providing financial assistance to the Boston business community, including the Boston Local Development Corporation (BLDC), the Boston Small Business Fund (BSBF), Enhanced Enterprise Corporation (EEC) and others; develop, market and manage all Boston Industrial Development Finance Authority (BIDFA) programs and services.

Directly and through subordinate managers plan, organize and direct operations of all EDIC industrial parks, including Department of Building and Grounds; ensure that quality, cost-effective services are provided to all constituencies.

Directly and through subordinate managers plan and manage all agency projects from pre-development through completion of construction; ensure adherence to all city, state and federal requirements and laws in all construction activities; manage and approve all tenant or developer construction improvements.

Directly and through subordinate managers plan, direct and control Contract Compliance function.

Directly and through subordinate managers plan, manage and control the activities of the Boston Technical Center; cultivate and maintain relationships with employers; oversee fiscal operations.

Oversee the recruitment, screening, and selection of Economic Development staff. Provide orientation and training. Develop performance plans for each employee consistent with job description and qualifications; conduct periodic performance reviews. Recommend compensation and other personnel actions. Manage and resolve employee relations issues.

Develop and recommend Economic Development division operating and capital budgets. Administer approved budgets; authorize purchases; justify variances. Maintain current documentation of all financial transactions.

Ensure the provision of high-quality customer service at all levels within Economic Development.

Collaborate with other division managers in cross-divisional initiatives. Lead and participate in initiatives with other City agencies or other government bodies.

Monitor and enforce compliance with all internal and external regulations and statutes.

Perform other related duties as required.

QUALIFICATIONS: Work requires completion of a Master's degree in Business Administration, City Planning, Urban Design or equivalent, plus ten years or more years of progressively responsible related experience in financial analysis, urban planning and economic development project management, with background in the public sector; current familiarity with Boston's economic, commercial, institutional and industrial bases and neighborhoods is required. Previous management experience is required. PC knowledge preferred.

GRADE: 26**HIRING RANGE: \$97, 338.50 - \$127, 139.33**

**Submit resume/cover letter to: BOSTON REDEVELOPMENT AUTHORITY, HR
43 Hawkins Street, Boston MA 02114.**

E-Mail: Hr.bra@ci.Boston.MA.US

BOSTON RESIDENCY IS REQUIRED ON DATE OF HIRE.

RESOLUTION ADOPTED BY THE
BOSTON REDEVELOPMENT AUTHORITY
DECEMBER 12, 1968

1. RE: Establishment of a class of temporary employees to be known as Development Program Employees.

Whereas, the expanded staff requirements for carrying out the Boston Development Program will exist for a temporary period and can best be met by a maximum flexibility in hiring, dismissal, promotion, and transfer of staff, and

Whereas, if such staff were to be classified as permanently employed within the meaning of Section 2600 of Chapter 121 of the General Laws, it would seriously jeopardize the Authority's ability to carry out the program with maximum efficiency and economy,

Therefore, be it Resolved that there shall be established a new class of temporary employees of the Authority which shall be known as Development Program Employees who shall be employed from time to time for work in the Development Program and shall not be considered as permanent employees of the Authority. All such employees, unless otherwise specifically provided, may be dismissed at any time for cause or on three months' notice without cause.