



# City of Bedford Administration

## Director of Business & Community Development Job Description

**Position:** Director of Business & Community Development  
**FLSA:** Full-Time; Salary  
**Department:** Administration  
**Reports To:** Mayor

### Position Summary:

- Oversee downtown promotion, design, revitalization projects, and business development activities and perform related work as required. Perform a variety of routine and complex administrative, technical, and professional work in the preparation and implementation of business and community development plans, programs, and services. The Director of Business and Community Development reports to the Mayor and works in collaboration with City Department Heads, and community organizations including the Lawrence County Economic Growth Council, Bedford Area Chamber of Commerce, Bedford Revitalization, Inc. (BRI) Bedford Urban Enterprise Association (BUEA), Lawrence County Tourism, Bedford Historic Review Board, as well as others to promote and grow the community.

**Essential Duties and Responsibilities:** Duties include, but are not limited to, the following:

- Downtown revitalization, redevelopment, financing, marketing, growth issues and technologies.
- Downtown business development initiatives
- Serves as a member of various staff committees and boards as assigned
- Works with local organizations to focus on downtown improvements
- Assists with coordination of downtown activities and preservation planning
- Coordinate promotion activities for downtown
- Provide tenants and property owners with tools and resources to assist with building improvement projects
- Promote beautification, landscaping, and public improvement projects
- Coordinate grant applications to develop funding that promote downtown and business development
- Collaborate with the Lawrence County Economic Growth Council to promote business development programs and assist in attracting new business and expanding existing businesses into the community with a specific focus on the Downtown
- Provides technical and professional advice and assistance; makes presentations to supervisor, boards, commissions, foundations, civic groups, and the general

public. Provides information on business development issues, programs, services, and plans.

- Assists the Mayor with public information, media, and publicity related to community program activities and as requested by the Mayor
- Attends meetings, workshops, conferences, and other professional development activities to keep abreast of trends and developments in community, business, and economic development, as well as the Indiana Main Street Program.
- Encourages and assists in promoting the adaptive reuse of existing buildings and underutilized space
- Analyzes community resources and develops strategies for achieving goals
- Presents reports to City Council and other commissions, committees and boards as needed

**Supervisory Responsibilities:**

- This position does not provide direct supervision to staff. This position may provide supervision to various project management teams when applicable.

**Qualification Requirements:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and must maintain regular attendance. The requirements listed below are representative of the knowledge, skill, and/or ability required:

- Knowledge of:
  - Downtown revitalization, redevelopment, financing, marketing, growth issues and technologies
  - Economic development initiatives and practices
  - Nonprofit organizations, local governments, and state agencies
  - Modern office procedures, methods, and computer equipment
  - Methods to promote entrepreneurialism in the community
- Ability to:
  - Adapt to flexible hours during special projects
  - Organize time and tasks, assess priorities, and exercise self-discipline to follow through on assignments
  - Develop and write grant proposals and manage grant funded projects
  - Analyze situations quickly and objectively
  - Use a computer including use of Microsoft Office, Excel, PowerPoint, and publications software
  - Establish and maintain effective working relationship with those contacted in the course of work, including other city employees, as well as state and partner agencies
  - Communicate clearly and concisely, both orally and in writing
  - Enhance and promote the walkability, shop-ability, livability and overall quality of life for those who live, work, and play in the Downtown.
  - Develop, implement, assess, and communicate strategic plans, including short-, medium-, and long-range goals to ensure that community needs are being met

**Other Required Knowledge, Skills and Abilities:**

- Thorough knowledge of the principles and practices of business, economic and community development
- Ability to communicate
- Demonstrated ability to work collaboratively with and fulfill the requirements of Indiana State agencies, local organizations, as well as others in order to insure timely completion of funded projects.
- Demonstrative the ability to met and deal tactfully and effectively with community organizations and the public in order to establish and maintain effective working relationships.

**Physical Tasks, Mental Demands and Working Conditions:**

- Very little physical demands. May require some lifting or moving. Requires frequent periods of sitting or walking
- Flow of work and character of duties involves normal mental attention much or all of the time
- Typical office working conditions. May require some exposure to the elements depending upon an outside project

**Special Requirements:**

- Bachelor's degree from an accredited college or university with course work in administration, management and implementation of community development programs, economic development programs, or experience commensurate to is preferred.
- Valid and appropriate Indiana Driver's License and acceptable driving record at time of appointment and throughout employment in this position.

**General Information:**

- The statements contained in this job description reflect general details necessary to describe the principal functions of this job, the level of knowledge and skills typically required and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned by the Mayor.
- The City of Bedford has a Substance Abuse Testing Policy. This policy applies to all employees of the City of Bedford. Pre-employment testing and random testing during employment in accordance with this policy will apply. A drug test will be required after a conditional offer to hire.