


City of Riviera Beach		 Riviera Beach — F L O R I D A —
Title: ECONOMIC BUSINESS DEVELOPMENT MANAGER		
Class Code: 0019	FSLA Status: Exempt	

Summary Objective

The purpose of this position is to spearhead citywide economic development and oversees the Community Redevelopment Agencies activities.

An employee in this class supervises subordinate professional personnel engaged in a wide variety of business activities that may include any or all of the following: new business development; new business recruitment; existing business support, expansion, retention and attraction; neighborhood business district activities and complementary special event development/coordination. This employee is also responsible for actively participating in a wide variety of hands-on economic development and related duties.

This class works under administrative supervision, developing and implementing programs within organizational policies and reports major activities to executive level administrators through conferences and reports.


Essential Functions

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for the economic and business development program; recommends new and existing business development and expansion strategy for the City; recommends and administers economic development policies and procedures.
- Oversees, via subordinate management personnel, the Community Redevelopment Agencies located within the City.
- Plans, markets, and directs business recruitment with industry representatives to encourage location of businesses in the City, and the retention and/or expansion of businesses within the City.
- Proactively identifies quality business prospects and establishes and executes marketing campaigns to attract those businesses to the City.



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- Collaborates and builds effective working relationships with local and regional government agencies, chambers of commerce, developers, brokers and other resources for bringing business prospects into the City.
- Acts as liaison with various State and Federal agencies.
- Manages all aspects of the economic and business development activities and develops, maintains and updates a local Comprehensive Economic and Business Development Strategy.
- Develops and maintains positive working relationships with existing businesses to encourage business retention and expansion projects.
- Maintains inventory of pertinent information and statistics on all aspects of the City; and maintains a database of business prospects, available land sites and available buildings.
- Participates in regional activities to promote the City to the development community and to business prospects.
- Oversees, annually reviews and periodically updates the City’s economic development incentives programs.
- Directs and manages business attraction and outreach marketing strategies.
- Promotes the City of Riviera Beach as both a business friendly and sustainable community
- Performs related work as assigned.

Minimum Education and Experience Requirements:

Requires a Bachelor’s degree in economics, urban planning, business or public administration. A Master’s degree in an appropriate field is preferred.

Requires a minimum of six year of professional and/or managerial experience in economic development, including at two years of experience in a government setting and supervisory experience; or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities.


Physical Demands:

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.



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Unavoidable Hazards (Work Environment):

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

- None.

Special Certifications and Licenses:

Certified Economic Developer (CEcD) status by the International Economic Development Council is preferred.

Americans with Disabilities Act Compliance

The City of Riviera Beach is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.



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