

# City of Willoughby Hills

## ORDINANCE NO. 2012 – 9

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### **AN ORDINANCE FIXING THE COMPENSATION FOR THE POSITION OF DIRECTOR OF ECONOMIC DEVELOPMENT AND DECLARING AN EMERGENCY.**

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**WHEREAS**, the position of Director of Economic Development is hereby established and under the direction of the Mayor and the Executive Assistant to the Mayor will be expected to perform professional and administrative work planning, developing, administering and implementing the City's Economic Development Programs, including efforts to attract and retain business and increase the City's tax base. Work is performed under the general supervision of the Mayor and the Executive Assistant to the Mayor; and

**WHEREAS**, the major duties and responsibilities of the position of Director of Economic Development are:

#### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

#### **Planning, organizing, administering and implementing the City's Economic Development Strategies and Programs.**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Identifies the interests and priorities of businesses presently located in the City to assure appropriate and adequate public support for business needs.
- Identifies quality business prospects and establishes and executes marketing campaigns to attract those businesses to the City; maintains effective working relationships with developers, brokers and other resources for bringing business prospects to the City.
- Creates and implements a marketing and promotional strategy focused on business attraction, retention and expansion. Develops and maintains positive working relationships with existing Willoughby Hills businesses to encourage business expansion projects.
- Maintains inventory of pertinent information and statistics on all aspects of the City; maintains a database of business prospects, available land sites and available buildings.
- Develops, recommends, and implements incentive programs for attracting and retaining businesses to and in the City.
- Represents the City's economic interests on appropriate local and regional committees or organizations.
- Meets and works with citizen committees, special interest groups, non-profit organizations, and neighborhood groups concerning economic development issues and the status of programs.
- Participates on City management team.
- Prepares and analyzes technical and administrative reports, statements, and correspondence; researches economic analysis techniques related to market feasibility and impact studies; implements recommendations in support of goals.
- Acts as City representative in business activities by leading advisory boards and responding to media, citizen, and business inquiries. Develops and participates in special business community events promoting business development.
- Provides administrative and managerial support to City's Economic Development Advisory Group; prepares regular progress reports for presentation to the Mayor, Executive Assistant to the Mayor, City Council, and Economic Development Advisory Group.
- Works jointly with Mayor to achieve economic development goals.
- Performs related tasks as required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of the principles and practices of economic and community development, business marketing and promotion; knowledge of applicable laws, codes, ordinances and regulations concerning land use and the development process, planning, zoning and building; thorough knowledge of economic development financing tools, including TIF financing, bonds and revolving loan funds; ability to make public presentations and to prepare and present complex oral and written reports; ability to analyze complex problems and develop comprehensive plans from general instructions; ability to establish and maintain effective working relationships with investors, developers, business leaders, government officials, and other City employees; ability to communicate effectively in written and oral form.

**EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from an accredited college or university with major work in economics, business administration, marketing, planning, public administration, or related field and Masters' Degree desirable; considerable professional experience in economic development, preferably in local, state, or regional government.

**SPECIAL REQUIREMENTS:**

Valid Ohio driver's license.

**PHYSICAL REQUIREMENTS:**

This is sedentary work requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires balancing, standing, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

**WHEREAS**, Section 3.32 of the Charter of the City of Willoughby Hills requires that the Council fix by Ordinance the compensation of every officer and employee of the Municipality; and

**WHEREAS**, further Section 2.27 of the Charter of the City of Willoughby Hills states "Though Council has the power to fix salaries as defined in Section 3.32, the Mayor shall have the duty and responsibility to recommend to Council the amount of pay for various positions and shall also have the responsibility to review existing pay scales; and

**WHEREAS**, the Council of the City of Willoughby Hills has fixed by this Ordinance a compensation range and hereby provides to the Mayor, CEO and Head of the Administrative Branch of the Municipal Government, said fixed range for the position of **Director of Economic Development**.

***NOW, THEREFORE BE IT ORDAINED BY THE COUNCIL OF THE CITY OF WILLOUGHBY HILLS, COUNTY OF LAKE, STATE OF OHIO THAT:***

**SECTION 1.** The range of compensation for the position of **FULL TIME DIRECTOR OF ECONOMIC DEVELOPMENT** has been set as follows:

<u>Job Title</u>	<u>ANNUAL SALARY</u>	
	<u>Minimum</u>	<u>Maximum</u>
<b>Director of Economic Development</b>	<b>\$ 35,000</b>	<b>to \$ 50,000</b>

**SECTION 2.** The required Staffing Level for said position shall be (1) **FULL-TIME DIRECTOR OF ECONOMIC DEVELOPMENT.**

**SECTION 3.** The Mayor, CEO and Head of the Administrative Branch of the Municipal Government, given the compensation range as fixed by Council, at his discretion may determine the rate of compensation to be paid for the position of **Director of Economic Development** within the fixed compensation range.

**SECTION 4.** Initial appointment to any position shall be made at the minimum of the assigned position. The Mayor at his discretion may approve a starting salary up to an additional 10% of the minimum compensation schedule for the classification when the needs of a department make such action necessary. Any compensation over and above what the Council authorizes in any given year will require separate Council approval.

**SECTION 5.** All the actions of this Council concerning and relating to the passage of this legislation were conducted in an open meeting of this Council and that all deliberations of this Council and any of its committees that resulted in such formal action were held in compliance with all legal requirements including Chapter 107 of the Codified Ordinances of the City of Willoughby Hills.

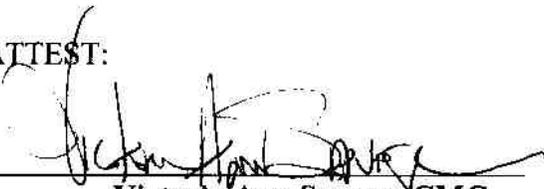
**SECTION 6.** This Ordinance constitutes an emergency measure in that the same provides for the immediate preservation of the public peace, safety and welfare of the inhabitants of the City of Willoughby Hills, insofar as it provides for the usual daily operation of Administration, and further reason being to immediately establish and adjust the range of compensation for the position of **Director of Economic Development** for the calendar year of 2012; wherefore this Ordinance shall be in full force and effect from and after its adoption and approval by the Mayor.

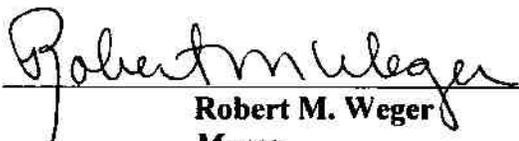
PASSED: March 8, 2012

  
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**David A. Reichelt**  
*President of Council*

Submitted to the Mayor for his approval  
on this 8 day of March, 2012

Approved by the Mayor  
March 8, 2012

ATTEST:  
  
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**Victoria Ann Savage, CMC**  
*Clerk of Council*

  
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**Robert M. Weger**  
*Mayor*