

**THE CITY OF JACKSON IS CURRENTLY ACCEPTING APPLICATIONS FOR THE FOLLOWING FULL- TIME EMPLOYMENT OPPORTUNITY: **Economic Development Director****

**General Summary:** Under the general direction of the City Manager, the Economic Development Director provides professional and managerial expertise to the retention and recruitment of entities to the City of Jackson that will provide jobs, tax base, blight removal and community and neighborhood stabilization. Brings clarity and focus to economic development with a system to measure performance based upon achievement of goals.

**Physical Demands:** While performing the duties of this job, the employee is frequently required to stand, walk, sit, use hands and fingers, talk and hear. The employee must be able to squat, stoop, or kneel. The employee will occasionally lift and/or move up to 50 pound objects. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus.

**Eligibility Requirements:** Must have a Bachelor's degree in business, public administration, political science, community development, planning or a related field along with five (5) years of economic development experience in a governmental agency or municipality or a not for profit economic development corporation. Must have a demonstrated track record of experience with business and industrial retention and recruitment activities. Must have a demonstrated understanding of the various programs provided by local, state and federal entities for grants and assistance in the site development and retention and recruitment of entities that create or preserve jobs or tax base. Must have excellent oral and written communication skills. Must possess a valid driver's license. Must be able to work outside the standard business day.

**Salary Grade 18**  
**\$77,351 - \$108,382**

- Paid vacation, sick leave, and holidays
- Medical, dental, vision, and life insurance
- Disability income plan
- Pension program
- Deferred compensation plan (457)
- Healthcare savings plan.

**Date Posted: July 20, 2018**

**Application Deadline: August 10, 2018 at 5:00PM**

**To Apply:**

- Job applications can be obtained from the Human Resources Division or downloaded from [www.cityofjackson.org](http://www.cityofjackson.org)
- A resume must accompany the completed job application.
- Job applications will be accepted in-person, fax (866-522-9005), email ([apply@cityofjackson.org](mailto:apply@cityofjackson.org)), or by mail at:

**City of Jackson**  
**Human Resources Division**  
**161 W Michigan Ave**  
**Jackson, MI 49201**

**\*\* EQUAL OPPORTUNITY EMPLOYER \*\***