

**City of Brooklyn Employment Opening Notice
Economic Development Director**

The City of Brooklyn invites qualified applicants to apply for the position of Economic Development Director. Currently the position is part-time, however, there is potential for the position to be made full-time. The City will have a vacancy starting January 1, 2016 and is looking to fill the position. The position is in the unclassified service of the City and serves at the pleasure of the Mayor. Interested applicants can obtain employment applications on the City of Brooklyn's website. A properly completed application along with a resume is required. Please indicate via your application, or by cover letter, your salary requirement and whether your preference as to part-time or full-time employment.

General Description of Duties: Appointed by the Mayor and working under administrative direction, this position manages and advances the City's economic development agenda. While becoming fully immersed in all aspects of the city's economic development efforts, the primary responsibility of the Economic Development Director is to engage businesses to assist them in the community and help the City to prosper through a comprehensive business retention and expansion program.

Minimum Qualifications for Positions: Post-secondary degree in business, marketing, economics, public administration, or related field, or an equivalent combination of education and related experience. Must have some experience with grants application and administration process. Possession of strong skills in data collection and analysis and knowledge of local, state, and federal planning laws. Excellent interpersonal communications and public speaking skills are required. Position requires strong marketing and customer skills.

As set established by Ordinance the salary for the part-time position is \$35,000.00 a year; salary for full-time position to be determined.

Application packages must be submitted to the address below no later than December 14, 2015 to be considered. The City of Brooklyn is an Equal Employment Opportunity Employer.

Applications should be submitted to:

Human Resources
City of Brooklyn
7619 Memphis Avenue
Brooklyn, Ohio 44144