

**Job Class Title: Deputy Director (Unclassified)****BASIC FUNCTION:**

May report to the Director of the Community Economic Development or Housing Stability Department and will manage and lead county efforts to develop and create a shared vision and process for development that improves economic growth and business retention and expansion that provides value to Ramsey County residents and is consistent with Ramsey County's mission, vision and goals; assist with the overall vision, long-range strategic planning, leadership and direction of the Economic Growth and Community Investment (EGCI) Service Team; and to perform related duties as assigned.

**EXAMPLES OF WORK PERFORMED (All):**

1. Promote a diverse, culturally competent, and respectful workplace.
2. Provide leadership, vision and strategic direction, in support of and aligned with the Ramsey County mission, vision and goals. Assist with managing measurable program and service outcomes and oversee the development of continuous improvements and quality assurance measures.
3. Oversee the conduct of performance evaluations, training, and hiring, discipline and termination procedures as well as directly supervise management, professional, paraprofessional and support staff, as assigned.
4. Assist the Director in managing all department programs, services and operations in alignment with the county's mission, vision, goals and values.
5. Assist in developing the budget, performance, and related reports.
6. Interpret policy, regulation, and manage complex project by planning and execution of initiatives.
7. Manage compliance with applicable federal, state, and local regulations policies, and procedures.
8. Prepare and present Requests for Board Action (RBAs) necessary to the county's role in redevelopment projects and other economic initiatives.
9. Manage program staff and provide work direction as it relates to services of the department including allocation of public funds.
10. Promote efficient, effective and collaborative service delivery.
11. Assist in building partnerships with Ramsey County cities to achieve collaboration and inclusiveness that will advance regional interests; serve as a convener and connector, bringing a regional perspective and opportunities to share in EGCI work.
12. Lead interdepartmental efforts and proactively pursue participation in countywide initiatives as a member of the EGCI Service Team to improve county service integration, promote efficient, effective and collaborative service delivery and meet the strategic goals and objectives of the County.
13. Assist with planning, developing and financing new projects; oversee contract and development agreements, and negotiations with contractors.
14. Develop and draft Requests for Qualifications (RFQs) and Requests For Proposal (RFPs) related to the county's role in development and redevelopment projects, act as point person in the solicitation of proposals, manage the evaluation process for proposals, coordinate activities with review committees comprised of officials from other entities, and manage resulting contracts, professional consultants and contractors; as well as the negotiation and execution of contracts and agreements with business owners, private developers, financial institutions and other vendors, and monitor contracted service performance to ensure deliverables are in compliance with applicable laws, rules, regulations and policies.
15. Participate in the countywide Senior Management Team and perform other duties as assigned.

### **Deputy Director - Community & Economic Development:**

- Provide direction for economic development programs and projects; develop program goals, objectives and measures economic development projects and initiatives.
- Work to retain and support existing businesses by aiding to ensure continued success and expansion. Keep abreast of changing needs for public intervention required to attract and retain desired business activity that will result in tax base and employment opportunities. Serve on various external stakeholder committees in identifying the County's role in business retention and expansion efforts.
- Assist the Director in establishing and implementing a Regional Economic Development Vision Plan.
- Develop strategic planning and evaluation activities for complex redevelopment projects in conjunction with Ramsey County leadership.
- Manage county's role in complex redevelopment projects at all levels, from project initiation to project coordination with various county departments, elected officials, community and business organizations and other stakeholders, and to monitor development and completion of projects.
- Serve as lead county liaison with entities involved in Ramsey County redevelopment projects, including businesses, local governments, and state and federal agencies. Serve as liaison between county teams and departments, outside public agencies, the community at large, and various other stakeholders to promote effective and efficient planning and execution of development projects and economic development initiatives.
- Plan, prepare and present an overview of economic development activities, redevelopment projects, and other economic initiatives to city and other local government officials, their elected bodies, business and developer groups, greater metropolitan area (MSP) and the County Board.
- Conducts preliminary negotiations and assists county officials in the final negotiations with owners and developer of properties that are candidates for redevelopment.

### **Deputy Director – Housing Stability:**

- Assist the department director and represent the county before the news media, elected officials, state and federal officials, local government officials, staff from other counties, and the community to present the county position on pending changes in laws, rules or regulations, to explain county policies and procedures and to negotiate satisfactory problem resolution.
- Assist the Director in providing strategic direction for homelessness services for the county and local partners. Assist building collaborative partnerships to support state, regional and local housing stability initiatives.
- Participate on an array of committees, boards and task forces to enhance housing stability programs and services impacting Ramsey County homeless residents and the region.
- Administer and direct the delivery of department services, ensuring high quality, culturally diverse and respectful services that provide equitable housing outcomes and meet the needs of the county's residents on the behalf of the Department Director.
- Manage and oversee the selection of professional consultants and contractors, to ensure the delivery of effective emergency and housing continuum services in compliance with applicable laws, rules, regulations and policies.
- Manage program staff and provide work direction as it relates to services of the Department including allocation of public funds.

*(The work assigned to a position in this classification may not include all possible tasks in this description and does not limit the assignment of any additional tasks in this classification. Regular attendance according to the position's management approved work schedule is required.)*

**ESSENTIAL FUNCTIONS (ALL):** 1, 2, 3, 4, 5, 6, 7, 8, 9,10, 11, 12, 13,14,15.

**ESSENTIAL FUNCTIONS (Functional Area):** All essential functions listed above as well as the assigned Deputy Director functional area, as assigned.

**SUPERVISORY/MANAGERIAL RESPONSIBILITY:**

Supervise staff of up to three employees and directs the work of contractors, vendors and assigned Ramsey County personnel when providing project management of redevelopment projects.

**INTERNAL/EXTERNAL RELATIONSHIPS:**

Daily contact with multi-disciplinary project teams, business owners, developers, financial institutions, city administrators, and community development directors to discuss, influence and negotiate aspects of development projects; daily to weekly contacts with County Commissioners and their assistants, Deputy County Managers, department heads, legal counsel for County, other public agencies and authorities, and leaders of business organizations to provide information and coordinate activity of county concern or impact; and weekly to monthly contact with state and federal agencies and officials, elected bodies of local governments affected by development projects.

**IMPACT ON SERVICES/OPERATIONS:**

Impact on the County's ability to administer community/economic development program in conformance with established guidelines as well as create economic growth and develop or redevelop realty property that is unused or in need of rehabilitation or reclamation, which in turn provides economic opportunity to Ramsey County residents and improves the county's tax base. Proper performance leads to better development of resources and opportunities within the county while remaining in compliance with state and federal laws and guidelines for environmental and other concerns, community engagement in projects and activities, and active partnership with the cities, towns, and other entities within Ramsey County. Improper performance can result in lost development opportunities and financial sanctions to the County.

**WORK ENVIRONMENT:**

Work is normally performed in an office setting and includes two to six hours of keyboard use and operating computerized office equipment per day. Travel in the metro area and to other county, city, and state facilities to attend meetings may be frequent at times and include evening meetings.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

- A high level of integrity with strong ethics and values.
- Strong knowledge of economic development strategies, procedures, and processes as well as specialty areas including transit-oriented development, affordable housing, workforce development, innovation incubation, and regional marketing.
- Knowledge of project management, methodology, principles and practices including project staffing, timeline development, specification requirement development and budgetary management.
- Knowledge of economic and business development, which includes approaches to land use, strategic planning methods and principles, incentives and programs, and an understanding of how business and government interests interact.
- Knowledge of planning for development in an urban environment.
- Knowledge and understanding of County Board policies, procedures and objectives.
- Skill in problem-solving, conflict resolution, and the ability to initiate and implement measures to resolve non-performing situations and conflict between individuals with differing opinions and interests.
- Skill in influencing and negotiating with other local government entities to provide a shared effort and benefit when developing property or other economic growth initiatives.
- Skill in written and verbal communications to a wide range of audiences, including public speaking and making public appearances.
- Ability to provide leadership and instill a shared vision of excellence.
- Ability to encourage and foster a department culture of respect, collaboration and innovation.
- Ability to plan, organize and direct multi-disciplinary activities. Ability to set clear priorities among multiple tasks and stay focused on project benchmarks and deadlines.
- Ability to anticipate future trends, assess impact, and display a system-wide thinking approach.
- Ability to organize, manage, direct and motivate staff toward the accomplishments of objectives.

- Ability to understand the political climate within which the department must operate, while always acting apolitically.
- Ability to work with diverse groups of individuals and groups to identify and achieve common goals (local governments, community leaders, businesses and property owners, service providers, etc.) as well as promote a diverse and culturally competent workforce furthering racial equity.
- Ability to analyze economic studies, financial statements, marketing studies, plans and specifications and bid packages.
- Ability to evaluate, trouble shoot, and solve problems quickly and effectively.
- Ability to interact with various groups in establishing and maintaining credible and effective working relationships internally and with public officials, professional administrators, business owners, developers, and key individuals and organizations in the field of economic and community development.
- Ability to assist with administrative functions such as procurement, department budget preparation and analysis, costing analysis, staffing needs analysis, and other related areas.

**MINIMUM QUALIFICATIONS:**

**Deputy Director - Community & Economic Development**

**Education:** Bachelor's Degree in public affairs or administration, urban planning or studies, planning, project management, economic development, business administration, economics, finance or a related area.

**Experience:** Six years of progressive experience in public administration, program management or a related area that includes urban planning, project management or development, economic development, or redevelopment of properties, including experience negotiating and financing and at least three years of experience in a supervisory or lead position.

**Substitution:** Master's Degree in economic development, public affairs, urban studies, economics, finance, public administration, business administration or a related field may substitute for 50% of the required experience.

**Certifications/Licensure:** None.

**Deputy Director – Housing Stability**

**Education:** Bachelor's Degree in public or business administration, human services, the social sciences or a related area.

**Experience:** Six years of progressively responsible professional experience in supervision, program management or a high-level administrative capacity, including a minimum of three years in the homelessness field, or a closely related field.

**Substitution:** None.

**Certifications/Licensure:** None.