



CITY OF WASHINGTON

COMMUNITY & ECONOMIC DEVELOPMENT DIRECTOR

Recruitment & Selection Profile

QUESTIONS?

Contact...

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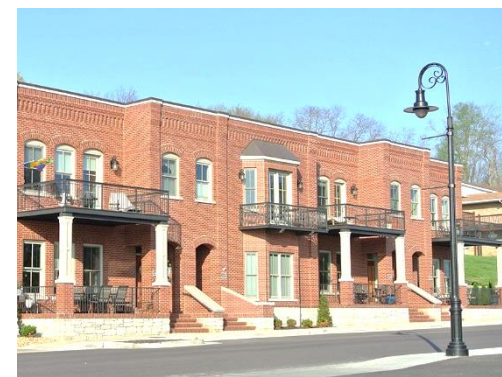
City of Washington
405 Jefferson Street
Washington, MO 63090

OUR COMMUNITY

WASHINGTON, Missouri is located approximately 50 miles west of downtown St. Louis, Missouri. It sits at the junction of state highways 100 and 47 with one of the few bridges over the Missouri River. It is an hour's drive from downtown St. Louis via Interstate 44 or 70, and even less from the communities of St. Louis County.

Washington was one of the first American cities west of the Mississippi River and is located at the point where the River reaches its most Southern point. While not officially founded until May 29, 1839, there were settlers living at this location when Lewis and Clark started their trip to the west in 1804.

Today, Washington is a thriving city with a growing population of around 15,000 inhabitants. A center for shopping and medical services for the surrounding area, it is a wonderful city of parks, churches, public and parochial schools, commerce, and industry. Washington is the largest community between St. Louis County and Jefferson City.



DOWNTOWN

The City of Washington offers a vibrant downtown that features A Farmer's Market, various shops, eateries, pubs and wine bars.

PARKS & RECREATION

Our abundant park system includes thirteen miles of trails, 150 acres of parkland, a swimming pool, dog park, historical railroad park, our beautiful riverfront as well as recreational baseball, football, tennis courts and more!



POSITION PROFILE

COMMUNITY & ECONOMIC DEVELOPMENT DIRECTOR

Coordinates community and economic development activities of the City.

REQUIRED EDUCATION AND EXPERIENCE

Four to five years related experience and/or training; or a bachelor's degree from a college or university; or an equivalent combination of education and experience. Degree in economic development, public administration, marketing or a related field. Experience in economic development, marketing or a related field, or equivalent combination of education and experience.

Licenses & Certification

The person in this position must have a valid driver's license; in addition, Missouri Certified Economic Developer is preferred within 2 years.

Major duties and responsibilities

Provides business expansion and retention support for industries currently in the City. Works with company representatives to determine specific needs. Completes research to determine what types of resources are available for expansions. Provides support and assistance to firms considering relocation outside of the City. Cooperates and negotiates with developers as needed.

Attracts new industrial firms to the City

Provides various types of information about the City to interested firms. Researches, gathers and compiles data and writes reports related to the information obtained. Facilitates re-location processes for new industries. Establishes marketing plans for new industrial improvements, including land and buildings. Travels with Missouri Partnership annually to meet with site selectors for potential prospects.

Manages the City's grant and loan processes related to economic development

Researches available outside funding opportunities. Administers, develops, and submits effective grant proposals. Assists with preparing bond applications.

Provides administrative support services for non-City organizations

Serves as the administrator for the City's 353 Redevelopment Corporation. Prepares agendas, attends meetings and distributes minutes. Acts as the administrator for the City's Industrial Development Authority and the Washington Civic Industrial Corporation. Works with attorneys from many organizations, including the City Attorney. Serves as city liaison for Washington Core Restructuring Committee, Economic Restructuring Committee for Downtown Washington, Inc., Washington Chamber of Commerce and Washington Tourism Committee.

Oversees the development and implementation of City economic development policies and procedures

Maintains and updates the City's policies related to economic development. Assures compliance with economic development regulations. Oversees the implementation of economic development plans.

Handles all economic development-related public relations for the City

Develops and maintains Community and Economic Development Website - www.washmoworks.com and social media. Creates and oversees all community and economic development information for website to include existing available buildings and sites for development, transportation improvements for the region, demographic, workforce and education reports and links information with outside websites such as Linked In, Location One, Missouri Department of Economic Development, St. Louis Regional Chamber and the Missouri Partnership. Acts as spokesperson for the City on economic development issues when requested. Provides information to the media as necessary. Writes and provides press releases on an as needed basis. Attends meetings within the community as required or needed. Serves as the City's liaison to the Chamber of Commerce, St. Louis RCGA Network Group, East-West Gateway economic development, and others as directed or needed. Marginal Duties and Responsibilities. Performs other duties as directed.

OUR DIFFERENCE

The City of Washington offers a comprehensive and competitive benefits package.

SALARY

Full Time Exempt Position. \$74,851 to 105,161 (Commensurate with experience)

VACATION

Years of service	Hours
After 90 days - 1 year	24
1-5	80
6-14	80+8 hours for each additional year of service
15+	160

SICK LEAVE

Employee will receive one scheduled work day's worth of sick leave after completion of ninety days of employment. After one year of continuous service, the employee is entitled to forty hours per year. One hundred twenty hours per year will be offered on his/her fifth-anniversary date.

HOLIDAYS

Twelve (12) paid holidays per year.

MEDICAL INSURANCE

The city pays all but \$50.50 per month of the premium for Employee-only, single coverage. For dependent coverage, the city pays approximately 70% while the employee pays 30% (on Base Plan). The deductible of \$3,000 (individual)/\$6,000(family) is paid by the city through a Health Reimbursement Account (HRA).

WELLNESS INCENTIVE

Employees can further reduce their Health care expenses by earning up to \$50.00 per month back as a Health Incentive for Wellness (based on completion of the annual well exam and non-smoking/tobacco affidavit).

DENTAL INSURANCE

On single Employee-only coverage, the city pays all but \$.50 per month of the premium. For dependent coverage, the city pays approximately 70% while the employee pays 30%.

LIFE INSURANCE

The City pays 100% of the premium of a policy valued at one time the employee's salary, a minimum of \$15,000 and a maximum of \$50,000.

TUITION REIMBURSEMENT

Employees are eligible after one year of employment for the reimbursement of the cost of tuition, books, etc. for educational courses related to their duties/degrees.

RETIREMENT BENEFITS

The City of Washington is part of the Missouri LAGERS Pension system- there is no cost to employees. We also offer a 457 Deferred Compensation plan that is available for employee contributions only.

RESOURCES

CITY OF WASHINGTON

washmo.gov

CHAMBER OF COMMERCE

washmo.org

DOWNTOWN WASHINGTON INC.

downtownwashmo.org

COMMUNITY & ECONOMIC DEVELOPMENT

washmoworks.com



HOW TO APPLY

The City of Washington is an equal opportunity employer and it is the policy of the City to provide equal employment opportunities to applicants and employees solely on the basis of merit and without regard to factors such as race, religion, national origin, political affiliation, age, sex or disability.

To apply

Complete an employment application and email to jobs@washmo.gov OR send to:
City of Washington
Human Resources Department
405 Jefferson Street
Washington, MO 63090



Questions?

Contact Human Resources at (636) 390-1002



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405 Jefferson Street
Washington, MO 63090
636.390.1000

