



The City of Burien

Washington, USA



Job Opportunity - Economic Development Manager

POSITION DESCRIPTION

The candidate selected to fill this position will develop, recommend and implement policies, programs and procedures to enhance economic development in Burien. The work plan includes developing and implementing short- and long-term economic development strategies, public/private partnerships for development, and business assistance programs.

The successful candidate will have knowledge of:

- Real estate and legal practices pertaining to real property, acquisition, relocation and land transaction methods;
- Local, state and federal laws and procedures related to economic development;
- Economic analysis techniques related to market, feasibility and impact studies.
- Methods and techniques to increase business and community involvement.

The position is subject to a wide diversity of work situations requiring a high degree of complexity. The selected employee will operate independently with minimal supervision.



Doris Harper Park in the heart of Burien.



MINIMUM QUALIFICATIONS

BA in economics, marketing, planning, business administration or related field, plus 5 years of responsible work experience in any combination of public or private business, real estate or economic development, including a minimum of two years managing complex projects OR a combination of education, training and experience which provides an equivalent background sufficient to perform the work. Masters Degree preferred. Public relations experience is highly desirable.

The successful candidate must complete a thorough background check and be able to obtain a valid Washington State Driver's license prior to starting work and have a satisfactory driving record.

TO APPLY

Please submit a City application form, cover letter and resume to City of Burien, 400 SW 152nd Street, Suite 300, Burien, WA 98166 or through the City website at www.burienwa.gov. The City application form and a complete job description including the salary range are available at the City website. **Position open until filled with first review of applications occurring August 30, 2011.**