



CITY OF WEST PALM BEACH



The City of West Palm Beach is seeking a proven professional to generate economic development.

EXECUTIVE DIRECTOR OF ECONOMIC DEVELOPMENT

Reporting to the Mayor





THE COMMUNITY

The City of West Palm Beach is a diverse community situated on the East coast of South Florida and is the County seat of Palm Beach County.

The City of West Palm Beach (pop. 102,000) with its sunny palm-lined streets, scenic waterfront views, quaint shopping districts, historic neighborhoods, and year-round outdoor festivals is a slice of paradise whose hallmarks are elegance and luxurious comfort.

The Downtown Retail and Entertainment District is a vibrant area. When the sun sets, one can enjoy fine dining by candlelight at one of the many lovely area restaurants.

Every Thursday evening the area comes alive with the award-winning “Clematis by Night” where visitors and locals mingle among arts and crafts vendors while enjoying live entertainment. West Palm Beach is definitely one of the more popular nighttime hotspots.

For theater and performing arts, the Raymond F. Kravis Center for the Performing Arts is the premier location in West Palm Beach to spend an evening. The Norton Museum of Art houses a world-renowned collection of European, American, Chinese and contemporary art, along with rotating exhibitions.

West Palm Beach also offers family fun, with the Palm Beach Zoo at

Dreher Park, the South Florida Science Museum or nearby world-class golf courses, beaches and fishing. SunFest, Florida's largest waterfront music and art festival, takes place in West Palm Beach each May.

Whether you come for the shining sun or the shining storefronts, the subdued elegance of West Palm Beach is sure to captivate you.

West Palm Beach has transformed itself from a sleepy bedroom town into a burgeoning city thanks to a thriving downtown that is growing by the day. New civic, cultural and residential projects are popping up all over downtown, spawning millions of dollars more in current and pledged investments. In the past decade, \$1.4 billion has been invested in the City's Downtown Intracoastal Waterway front, which is anchored by two bustling entertainment-retail-residential cores.

With over \$360 million to be spent on the district in the next few years and a new “Downtown Always Original” branding campaign that accentuates the different facets of the good life abounding in the area, downtown West Palm Beach is positioning itself for an explosion of private and public projects.

Following many multimillion-dollar enhancements to downtown's five-block-long, four-block-wide waterfront Clematis Street District, the area now boasts new streetscapes, crime-prevention programs, a plethora of new public events, and Centennial

Fountain – a daily gathering spot for families and children.

With 250,000 square feet of retailers, dozens of restaurants and a busy nightlife, the Clematis Street area has, year after year, witnessed significant additions from the \$3-million waterfront Meyer Amphitheatre, and \$30-million Waterfront development that recently opened to the renovated Cuillo Centre for the Arts. More recently, some 200,000 square feet of Class A office space was added in two stunning mixed-use waterfront buildings with retail, dining and residential components, and more is on the way.

Through an alliance of public and private investments and with the help of an active community contributing to the planning process, the new City Center is now open. The City Center is located in the 400 block of Clematis and includes a new 150,000 square-foot City Hall, new state of the art Library triple the size of the former one and the Palm Beach Photographic Centre and Museum.

Just southwest of the Clematis area, CityPlace, the \$550-million, 72-acre entertainment-retail-residential project with its Northern Italian inspired architecture unfolding 600,000 square feet of specialty retail, 20 destination restaurants, a 20-screen movie theater, 600 residences, a historic cultural center and the 350-seat Florida Stage theater, which is scheduled to break ground this year has triggered much activity and investment around it.



Across from CityPlace's southern border, the 330,000 square-foot Palm Beach County Convention Center is the site of numerous prestigious events from boat shows to the multimillion-dollar International Fine Art Exposition. Currently on the horizon is an adjacent 400-room convention center hotel.

Stimulating the remarkable growth of downtown is the area's wide scope of cultural offerings. For years downtown West Palm Beach has drawn visitors and newcomers to its culture-driven locale, which made international news as early as 1992, when the \$55-plus-million state-of-the-art Raymond F. Kravis Center for the Performing Arts, across the street from CityPlace, opened debt-free.

With the collaboration between the Florida State University College of Motion Pictures and Arts and Digital Domain a movie animation college is headed downtown. It will be located in a 2.4 acre site at Okeechobee Boulevard and Dixie Highway.

From the Kravis Center to the South Florida Science Museum to the Palm Beach Zoo to the Norton Museum of Art, now the largest art museum in Florida, culture organizations' capital campaigns have reaped tens of millions. Among the newest offerings is Palm Beach County's first major history museum, which is located in the renovated 1916 County's Courthouse.

THE CITY GOVERNMENT

West Palm Beach operates under a strong Mayor form of government. This system combines the strong political leadership of a Mayor, who is responsible for running the affairs of the City, with an elected City Commission.

The City Administrator provides leadership and administrative support to the Mayor in the administration and execution of policies and objectives formulated by the Mayor; develops and recommends solutions to community problems for consideration by the Mayor and City Commission; and plans, develops, and monitors programs to meet current and future physical, social, and cultural needs of the citizens of West Palm Beach.

The City has 1,311 FTE employees and a total budget of \$363 million.

THE POSITION

Reporting to the Mayor, this position is responsible for providing leadership in the implementation of innovative economic development plans and programs related to business attraction, retention, and stimulating economic growth for the City of West Palm Beach.

The incumbent in this position is responsible for the development of the City's Comprehensive Business Plan

including collecting and analyzing data on current business conditions, preparation of marketing plans for national and international outreach, and identifying entrepreneurial strategies for securing private investment for economic development projects.

Identifies local, state, and federal loans or grant programs and other methods to realize the Business Plan's goals, economic development plans and projects.

The Executive Director of Economic Development serves as the City's Ambassador and acts as liaison with private and public stakeholders to promote business and economic development plan, goals, strategies, and projects.

THE IDEAL CANDIDATE

EXPERIENCE & EDUCATION

This position requires a bachelor's degree from an accredited college or university with a major in Economics, Business Administration, Finance, Real Estate Development, Planning, Public Administration, or related field and five (5) years proven experience in economic development project design, execution, and management, or any equivalent combination of training and experience.

A working knowledge of economic development loan programs, business plan development, and/or development project management skills strongly desired.

Master's degree with demonstrated finance, planning, and project development skills, highly desired.

A valid State of Florida driver's license, required. A valid driver's license from any state (equivalent to a State of Florida Class E) may be utilized upon application; with the ability to obtain the State of Florida driver's license within 30 days from day of appointment.



SELECTION PROCESS

The selection process at a minimum, will consist of a General Management In-Basket Assessment Process and a behavior-based panel interview process.

Candidates will be subject to a background screening to include criminal history, driver's license, employment, professional certifications and education verification and character references. Successful candidate must have a satisfactory post offer physical and drug/alcohol screening.

HOW TO APPLY

Apply on-line using the City of West Palm Beach

Employment site at www.wpb.org

Applicants must complete a City of West Palm Beach on-line application. (all sections must be completed to be considered) Please include cover letter, resume, and salary history as part of your application.

For more information contact:

Sylvia C. Gregory, Compensation and Employment Manager

Department of Human Resources

401 Clematis Street, 3rd Floor

West Palm Beach, FL 33407

Direct line: 561-494-1021

Fax: 561-494-1035

Email: sgregory@wpb.org

Applicants should be aware that applications in Florida become a matter of public record.

To learn more about the City of West Palm Beach visit our website at www.wpb.org.

City of West Palm Beach is an Equal Opportunity Employer

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of economic development principles, business development and finance, commercial revitalization, business assistance programs, business and workforce development, job attraction and retention programs.
- Knowledge of Federal, State, Public/Private funding sources for the promotion and funding of economic development goals, strategies, and projects.
- Considerable knowledge of regulatory and legislative laws affecting economic development initiatives; knowledge and use of available economic tools from the local, state, and federal level to leverage economic development projects, familiarity with conventional and specialized financing techniques.
- Economic analysis skills including research and database collection, identifying supply and demand for target industries, market absorption and general cause and effects on the business community of market and nationwide economic influences.
- Ability to motivate and promote the City of West Palm Beach as a prime location to do business.

- Proven experience working with considerable independence within the scope of professional methods and procedures.
- Proven ability to work effectively with public officials, City employees, business owners, investors, developers, leaders, and community groups.

COMPENSATION & BENEFITS

Depending on qualifications, the starting salary for this position is in the range of \$89,570 to \$134,509.

The City of West Palm Beach's current benefit package includes:

- Health, vision, and dental insurance plus Employee & Family Health Center with no co-pays
- Defined Compensation Plan 401 (a) with a 9.5% City match.
- 457 Deferred Compensation Plan
- Life Insurance (equal to one times annual salary), plus \$50,000 additional life insurance.
- Paid holidays (11)
- Vacation Annual Leave
- Sick leave (12 days annually)
- Management Leave (4 days annually)
- Flexible spending accounts
- And more