



Mayor Richard Dziekan
One Elizabeth Street
City of Derby, Connecticut 06418
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Thank you so much for your interest in becoming our full-time Economic Development Director. As you'll soon see we have years of economic development ahead of us as a city, with the goal of developing an ongoing cycle of economic development. What we need is a dynamic, talented, experienced, and skilled individual to head up our efforts.

The City of Derby has a bright future dawning when it comes to economic development. The long-awaited Rt. 34 widening project has begun. Upon its completion, there will be unfettered access to approximately 14 acres of prime commercial development property on the south side of our Main Street. The city has approved over 300 residential units as part of two mixed-use private developments on adjoining parcels. We want the property Main Street's south side to become the gateway to our community, and something our residents can look at with pride and accomplishment for many, many years to come. Our Economic Development Director (EDD) will play a vital and key role in bringing that about.

Additionally, the city owns approximately 35 acres in what is referred to as the Fountain Lake region in the northwest corner of Derby which borders Seymour and Ansonia. The area is currently landlocked, but access could potentially be provided through Ansonia or through property acquisition in Derby coming from Great Hill Road in Seymour. Ansonia has already developed the majority of its property. Our EDD, would oversee the discovery and development of the parcel.

Derby, like many cities today, has areas that have a negative impact on it. We are committed to developing objective criteria to use in evaluating areas in the city, based on those objective criteria, designating areas negatively impacting the city for redevelopment, establishing a municipal redevelopment fund, and pursuing grants, to through redevelopment, transform these areas from having a negative impact to that of having a positive impact. Our EDD will be the lead person in developing the process, recommending potential tools for consideration such as land banks, and policies that need to be enacted, to bring this vision into reality.

As I said, we have years of economic development ahead of us as a city. I believe this is a wonderful opportunity for a dynamic, talented, experienced, and skilled individual. I look forward to receiving your application.

Sincerely,

Richard Dziekan
Mayor – City of Derby



City of Derby Economic Development Director

Summary:

The City of Derby is Connecticut's smallest city; while we are a city we strive to maintain "small-town" charm while engaging in responsible economic development. The City is seeking a highly qualified individual or firm to serve as the City's Director of Economic Development. This management position involves planning, directing and coordinating economic development in the City of Derby, including overseeing the city's economic, community, and business planning, development, initiatives, funding opportunities and programming. The successful candidate will assist, advise, and collaborate with all code enforcement officials, land use boards and commissions, tax assessor, the zoning department and the finance department and will report to the Mayor and the Board of Aldermen/Alderwomen.

The position may be filled by a person employed exclusively by the City of Derby or by a qualified firm, company or regional agency that has demonstrated results in economic development and that employs the personnel with the skill and ability to satisfy the requirements and objectives of the position.

Requirements:

A. *Individual Candidate*

Master's or bachelor's degree in economics, business, public administration, urban development, or a closely related field from an accredited college or university. Thorough knowledge of the principles and practices of local planning and development; planning and zoning. Experience in grant writing. Three to five years' experience in economic development, industrial/commercial development, or similar/related experience that demonstrates the ability to perform the duties of the position. Certifications in the fields of economic development (ex. CECD) and/or planning (ex. AICP) are highly valued.

B. *Firm, Company or Regional Agency*

A firm that has demonstrated results in Economic Development and that employs the personnel with the skill and ability to satisfy the requirements of the Individual Candidate and the overall objectives of the position. Please include a roster of personnel and their resumes who will be dedicated to this position.



City of Derby Economic Development Director

Objectives:

General responsibilities include coordination and implementation of projects and programs to support mixed-use, commercial, office, and industrial development; business attraction; business retention; small business development initiatives; development of public facilities and infrastructure to promote economic development. Proactively research and secure major grants, investments, and external funds to aid in economic development. Work with potential developers, employers, brokers, realtors, government agencies, local business owners, city departments, boards, and commissions, and the general public to attract, retain and expand business.

Under direction, assists and advises the Mayor, local and/or regional Economic Development Commission, and Board of Aldermen/Alderwomen on matters relating to the promotion and development of the economic resources of the City and for coordinating services and programs related to economic development.

Ability to establish and maintain cooperative working relationships with public officials, business and civic leaders. Must be able to make effective verbal and written presentations. Sound knowledge of the state, regional and local business community and major issues confronting these economies.

Salary Range: Dependent on Experience

Responsibilities:

1. Plans and directs economic development activities and programs.
2. Negotiates with business representatives to encourage location in the City and assist with interaction among various city boards, commissions, and entities.
3. Conducts research, analysis, and evaluation of technical information to determine the feasibility and economic impact of proposed expansions and developments.
4. Assumes management responsibility for all services and activities of economic development including attracting and expanding capital investments and employment opportunities; establishes and maintains a private/public partnership for positive long-term economic change. Work, plan, organize and perform planning services in the functional areas of land use, zoning, community development, economic development, housing, population trends, transit-orientated development, adaptive reuse, brownfield revitalization, community potable water, and wastewater needs, transportation, and related municipal



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- planning areas. Knowledge of “Complete Streets” and how to transform public spaces to enhance the quality of life and increase economic development.
5. Coordinates and implements a marketing plan and a *Master Economic Development Plan (MEDP)* and “Complete Streets” Master Plan for short & long-range development in cooperation with the Mayor, BoAA, land-use boards, and commissions, and the Greater Valley Chamber of Commerce.
 6. Budget preparation in collaboration with the finance department.
 7. Proactively researches and secures major grants, investments, and external funds related to objectives.
 8. Addresses various business and civic groups regarding activities.
 9. Maintains a working relationship with federal, state, regional officials, utility officials, and economic development professionals on issues, regulations, and legislation that affect the city’s business attraction and retention efforts.
 10. Regularly reviews policies for granting tax incentives.
 11. Attendance at city boards/commission meetings as required.
 12. Serves as the media contact for Derby’s economic development activities.
 13. Attends conferences, seminars, workshops, classes, lectures, etc., as appropriate, to enhance and maintain knowledge of trends and developments in the field of economic development; attends professional, civic, and social gatherings, to represent and promote the interest of the City and to collect information pertinent to the advancement of interests of the City.
 14. Must be willing to submit to a drug screening, background check including fingerprinting and credit check, and have a valid driver’s license.

The above duties describe the most significant duties performed and are not to be considered a detailed description of every duty of the position. Other occasional and related duties may be assigned.

Application Information:

Please send a cover letter, completed application and resume via email to:

wmayhew@derbyct.gov

The position will remain open until filled.

For additional information or if you are interested in learning more about the City of Derby please visit our website at: <https://www.derbyct.gov/>.