



# CITY OF PAWTUCKET

CITY HALL  
137 ROOSEVELT AVENUE  
PAWTUCKET, RHODE ISLAND 02860

## DIVISION OF PERSONNEL

**DONALD R. GREBIEN**  
MAYOR

**DON ZIMMERMAN**  
DIRECTOR OF HUMAN RESOURCES

### JOB POSTING

The City of Pawtucket is posting the following vacancy:

#	DEPT.	DIVISION	JOB TITLE	
1	Office of Economic Dev.		Director of Commerce	\$80,000- \$95,000/Annual Salary

- The successful candidate must have a combination of education and experience that prepares him or her as a member of the City's leadership team with the ability to have an immediate impact on the economic development of Pawtucket. This should include a **Bachelor's degree** or equivalent in economics, public policy, public administration, marketing, finance, business administration, political science or a related field and at least **three (3) years** of related experience. An advanced degree in one of the aforementioned fields is preferred.

#### MINIMUM REQUIREMENTS UPON APPLICATION:

- Bachelor's Degree, advanced degree is preferred;
- A minimum of three (3) years of related experience.

**PLEASE SEND A COVER LETTER, RESUME, COPY OF DIPLOMA AND FULLY-EXECUTED CITY OF PAWTUCKET JOB APPLICATION** (which can be found at [www.pawtucketri.com](http://www.pawtucketri.com) under Job Opportunities )

**VIA EMAIL TO:**  
**CLAIRD@PAWTUCKETRI.COM**

**Application Period: March 16, 2016- Until Filled**

*The City of Pawtucket is an Equal Opportunity Employer and fully complies with the American with Disabilities Act.*

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## CITY OF PAWTUCKET

### Job Description

**Job Title:** DIRECTOR OF COMMERCE  
**Department:** OFFICE OF ECONOMIC DEVELOPMENT  
**Reports To:** MAYOR OF PAWTUCKET  
**Pay Grade:**  
**Prepared By:**  
**Prepared Date:** October 2015 (Revised March 2016)  
**Approved By:**  
**Approved Date:**

#### **SUMMARY**

The City of Pawtucket seeks a motivated individual to lead the city's economic development efforts. The newly-established, cabinet-level position has responsibility for administering economic development programs and assisting in the attraction of new businesses and retention of existing businesses. Position reports directly to the Mayor of Pawtucket and has oversight responsibility for the Department of Planning and Redevelopment.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Include the following. Other duties may be assigned.

- Develops and implements an economic development strategy for the city.
- Leads economic development and job-creation initiatives in accordance with the priorities of Mayor Donald Grebien.
- Administers city economic development programs and heads city economic development agencies, including Pawtucket Redevelopment Agency and Pawtucket Business Development Corporation.
- Formulates an effective marketing strategy to make businesses aware of the advantages of locating in Pawtucket.
- Identifies and implements administrative changes to governmental processes, such as streamlining permitting processes, to ensure maximum efficiency in city government.
- Coordinates city stakeholders, including government, business and community organizations, to promote economic development in Pawtucket.
- Leverages existing city assets to create new economic opportunities for Pawtucket.
- Works with state and federal government partners to maximize resources available for economic development efforts.
- Directs all functions of the Department, including planning, zoning and economic development.

- Other related duties as assigned.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

The successful candidate must have a combination of education and experience that prepares him or her as a member of the City's leadership team with the ability to have an immediate impact on the economic development of Pawtucket. This should include a bachelor's degree or equivalent in economics, public policy, public administration, marketing, finance, business administration, political science or a related field and at least three (3) years of related experience. An advanced degree in one of the aforementioned fields is preferred.

Must have substantial knowledge of state and local governmental economic development functions and administration of related programs, a comprehensive knowledge of current economic development practices, the ability to successfully attract new businesses to Pawtucket, previous management experience in the public, private or non-profit sectors and effective communication abilities. Previous experience in a public-sector planning and/or economic development position is preferred.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret codes, general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Knowledge and understanding of key statistical economic indicators is essential.

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Driver's License

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; and use hands to finger, handle, or feel. The employee is occasionally required to sit; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and color vision.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently exposed to moving mechanical parts and outside weather conditions. The noise level in the work environment is usually loud.