



JOB DESCRIPTION

Department:	Administration
Job Title:	Assistant City Manager / Economic Development
FLSA Status:	Exempt
Supervisor:	City Manager
Salary:	\$99,540/yr (\$47.85/hr.) - \$143,089/yr (\$68.79/hr.) Depending on qualifications
Hiring Incentives:	Up to \$5,000 sign on bonus. Depending upon qualifications. Up to \$2,500 relocation reimbursement. Depending upon qualifications.
Revision Date:	5/2026

About Us: The City of Craig provides a wide range of essential services designed to ensure the smooth functioning of daily life for our residents. Key services provided include public safety, infrastructure maintenance such as road repairs, waste management, and water utilities, as well as local government support through licensing, permitting, and zoning. The city also offers community engagement programs, park maintenance, and recreation opportunities. The municipal team plays a vital role in fostering a positive work environment and addressing the needs of the community.

About the Department: The Administration Department provides leadership, coordination, and support for all City operations. It oversees executive management, implements City Council policies, manages organizational strategy, and ensures effective delivery of services to the community. The department also handles communications, public engagement, intergovernmental relations, and overall administrative functions to keep the City operating efficiently and transparently.

About the Role: The Assistant City Manager / Economic Development position serves as a key member of the City's executive leadership team focusing on advancing economic development, redevelopment, strategic growth, and community vitality initiatives while assisting the City Manager with organizational leadership and strategic projects. This role exercises a high degree of independent judgment and strategic thinking to manage complex, cross-functional projects, promote collaboration, and foster a culture of accountability, innovation, and service excellence throughout the organization.

Essential Duties and Responsibilities: The essential functions and responsibilities listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are also subject to change by the employer as the needs of the employer and requirements of the job change.

Executive Leadership and Organizational Management

- Establishes clear expectations, monitors performance, and ensures staff accountability for achieving economic development and organizational goals.
- Provides leadership, direction, and oversight to the Economic Development Advisory Committee.
- Fosters a collaborative, inclusive, and high-performing work environment aligned with the City's values.
- Coordinates cross-departmental teams to advance strategic initiatives and special projects.
- Acts on behalf of the City Manager as assigned.

Managing Resources / Administration

- Oversees economic development programs, contracts, and initiatives, ensuring effective use of financial and organizational resources.
- Assists in budget development, administration, and monitoring; specifically for economic development.

- Ensures compliance with applicable laws, regulations, policies, and professional standards.
- Develops, implements, and evaluates administrative processes to improve efficiency and service delivery.
- Prepares and reviews reports, agreements, and other official documents.

Strategic Planning & Policy Implementation

- Advances the economic development strategy for the City of Craig while supporting long-term community and organizational goals.
- Serves as a key member of the executive leadership team, helping to set organizational direction and priorities.
- Leads high-priority strategic initiatives and special projects with citywide economic impact.
- Models and promotes a culture of accountability, innovation, transparency, and service excellence.

Decision Making

- Exercises independent judgment in the development and implementation of economic development programs, policies, and initiatives.
- Analyzes complex issues, evaluates alternatives, and recommends or implements effective city-wide solutions.
- Prioritizes competing demands and allocates resources to achieve desired outcomes.
- Makes decisions that balance organizational needs, community interests, and regulatory requirements.

Communication

- Represents the City in meetings with governmental agencies, community organizations, and business stakeholders particularly as they pertain to economic development.
- Prepares and delivers presentations, reports, and recommendations to the City Manager, City Council, and other stakeholders.
- Ensures timely follow-up on City Council direction.
- Communicates clearly and effectively, both verbally and in writing, on complex and sensitive issues.
- Facilitates information sharing and coordination across departments.

Planning

- Leads and supports long-range planning efforts related to economic development and leadership organizational priorities.
- Develops and implements strategic plans, goals, and performance measures.
- Identifies emerging trends, opportunities, and challenges affecting the City.
- Ensures alignment between strategic initiatives and City Council goals and policies.
- Monitors progress and adjusts plans to achieve desired outcomes.

Building Relationships

- Operates effectively in a public-sector environment requiring diplomacy, transparency, responsiveness, and collaboration with elected officials and community stakeholders.
- Facilitates intergovernmental coordination and collaboration at the local, regional, and state levels.
- Demonstrates professionalism, integrity, and diplomacy in all interactions.
- Responds to sensitive issues and concerns with sound judgment and discretion.
- Promotes public trust and positive community engagement through responsive and ethical conduct.

Knowledge, Skills, and Abilities:

- Public administration and municipal management principles.
- Demonstrated knowledge of Municipal Economic Development
- Organizational development, budgeting, strategic planning, and performance management.
- Knowledge of Municipal operations.
- Knowledge of Federal, state, and local laws affect municipal government.
- Skills in contract administration, government finance, and intergovernmental relations.
- Demonstrated ability to Lead and manage a complex municipal organization.
- Ability to develop and implement policies and operational strategies.
- Ability to work effectively with elected officials in a neutral, professional manner.

- Exceptional communication skills, including both orally and in writing.
- Ability to build positive relationships with staff, partners, and community groups.
- Make sound, timely decisions with professionalism and judgment.
- Maintain confidentiality and handle sensitive matters appropriately.
- Ability to attend meetings or municipal events after normal business hours.

Required Education, Training, Experience, Certification/Licensure, Other: Bachelor's degree from an accredited educational institution and three years of experience in Economic Development or Municipal Leadership; or a Master's degree and one year of experience in Economic Development or Municipal Leadership, or six years of related experience and/or equivalent combination of education and experience. Experience working within or alongside local government organizations. Valid driver's license and satisfactory driving record required. Must be able to pass a pre-employment drug screen, motor vehicle, and background check.

Preferred Education, Training, Experience, Certification/Licensure, Other: Bachelor's degree from an accredited educational institution and three years of experience in Economic Development or Municipal Leadership; or seven years of related experience and/or equivalent combination of education and experience. Experience working within or alongside local government organizations. Valid driver's license and satisfactory driving record required. Must be able to pass a pre-employment drug screen, motor vehicle, and background check.

Supervision: Assists with the overall direction, coordination, and evaluation of a program function or unit for the department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Assists with interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit, use hands to finger, handle, or feel, and reach with hands and arms. The employee is occasionally required to stand; walk, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

Mental/Motor Demands: The mental/motor demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Routine duties; major decision-making on complex issues; awareness of safety.

Work Environment: The work environment described here is representative of the duties of those an employee encounters while performing the essential duties and responsibilities of this job. While performing the duties of this job, the noise level in the work environment is usually quiet. Duties are generally performed in an office setting with a controlled environment. The job requires sitting for extended periods of time, and the work may expose the employee to unpleasant social situations and significant work pace pressure or situations.

Benefits: Health Insurance, Dental Insurance, Vision Insurance, 401a with employer match, Life Insurance, Long-term disability, Flex Spending account, vehicle allowance, and cell phone allowance, or cell phone.

The City of Craig is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the City will provide reasonable accommodations to qualified individuals with disabilities to perform the essential duties and responsibilities of this position, as well as meet the physical demands, mental/motor demands, and work environment characteristics. The City encourages both prospective and current employees to discuss potential accommodation with the employer.

I have read and understand the duties of this job description, and I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee Name Printed

Date

Employee Signature

City Manager

Date