



CITY OF MANASSAS JOB OPPORTUNITY

ASSISTANT DIRECTOR, ECONOMIC DEVELOPMENT

Full Salary Range: \$69,222.40 – \$114,192.00

The City of Manassas is seeking a progressive-thinking professional to support a comprehensive economic development and tourism program for the City which includes planning, coordinating and implementing marketing and advertising, maintaining and disseminating information and assisting prospects and existing businesses.

Advertised Hiring Range: \$69,222.40 - \$91,707.20

The individual in this position will assist in the identification of business prospects and expansions, meet with those businesses, respond to requests for information and prepare proposals for business prospects and expansions; develop and maintain a project tracking system and compile regular progress reports. Prepares and delivers reports and presentations to City Council, regional organizations, citizen groups and others.

Serves on boards, committees and commissions of various national, statewide, regional and local entities as appropriate.

Prepares, writes, designs, distributes and/or coordinates the creation, production, and release of web interfaces, fact sheets, news releases, brochures, advertisements, social media, and other media to market the City as a place to locate a business, visit or to promote existing businesses.

Participates in marketing missions, trade shows and special events. Coordinates business events, meetings, trainings and annual business appreciation week events. Undertakes special projects as directed by the Director.

Receives and/or reviews various records and reports such as City economic data, City demographic data, City Community data, financial data, and company proformas. Compiles and refers to economic data, community data, demographic data, industry data, policy and procedure manuals, codes / laws / regulations, publications and reference texts, etc.

Additional position details can be found by reviewing the full job classification on our website.

Bachelor's degree in Marketing, Communications or a related field; supplemented by three (3) to five (5) years of progressively responsible marketing or related experience; or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. May be asked to obtain and maintain certifications by the International Economic Development Council; may be required to obtain additional certification(s) as deemed necessary by the City. Must possess a valid Virginia driver's license.

Applications will be accepted until this position is filled.

To apply, complete a City application at <http://www.manassascity.org/jobs> including an attached cover letter and resume with references.