

**§ 2-14.4. Records and Reports. [Ord. 5/19/90 § D]**

The Conservation Commission shall keep records of its meetings and activities and shall make an annual report to the Town in the manner required of other agencies of the respective municipalities.

**§ 2-14.5. Gifts. [Ord. 5/19/90 § E]**

The Commission may receive gifts in the name of the Town for any of its purposes and shall administer the same for such purposes subject to the terms of the gift.

**§ 2-14.6. (Reserved) [Ord. 7/16/12]****§ 2-15. ECONOMIC DEVELOPMENT COMMISSION.****§ 2-15.1. Members of the Commission. [Ord. 10/19/67 § 1; Ord. No. 02-11; Ord. No. 03-01]**

Pursuant to the provision of Section 7-136 of the Connecticut General Statutes as amended, there is hereby established in the Town of Brooklyn an Economic Development Commission. The Commission shall consist of five members and two alternate members who shall be electors of the Town of Brooklyn appointed by the First Selectman. Each appointment shall be for a term of four years. Members shall be sworn and serve until their successors have been appointed and have qualified. Members may be reappointed and shall receive no compensation for their services, but shall be reimbursed for their necessary expenses incurred in the performance of their official duties. Vacancies created by resignation or inability to serve shall be filled by the First Selectman for the remainder of the unexpired term.

**§ 2-15.2. Organization and Duties. [Ord. 10/19/67 § II]**


The Commission shall elect from its members a chairman and such other officers as it shall deem necessary. The Commission shall conduct research into the economic conditions and trends in the Town of Brooklyn, shall make recommendation to appropriate officials and agencies of the Town of Brooklyn regarding action to improve its economic conditions and development, shall seek to coordinate the activities and cooperate with unofficial bodies organized to promote such economic development and may advertise and may prepare, print and distribute books, maps, charts and pamphlets which in its judgment will further its official purposes. The Commission shall annually prepare and transmit to the Legislative Body of the Town of Brooklyn a report of its activities and of its recommendation for improving such economic condition and development.

**§ 2-16. PLANNING AND ZONING COMMISSION OF THE TOWN OF BROOKLYN.**

4. Editor's Note: Former subsection 2-14.6, Designation of the Brooklyn Conservation Commission as the Town's Aquifer Protection Agency was redesignated as subsection 2-16.6, Designation of the Planning and Zoning Commission of the Town of Brooklyn as the Town's Aquifer Protection Agency.



## What is a director of economic development?

A director of economic development, or an economic [development director](#) , is a government employee who maintains a strategic focus on a city's economic development. They often work for city, county or state governments. A director of economic development may be the highest official within their department and supervise other economic development professionals, and they often report to and advise other officials, such as the city manager.

A director of economic development oversees and plans the economic development of geographic areas. They study market trends to identify potential threats and opportunities to the local economy. Economic development directors focus on developing and strengthening the local economy to create new jobs to help keep current residents and attract new residents.

**Related: [The Main Types of Government Jobs Explained and Rewarding Roles To Consider](#)**



## What does a director of economic development do?


A director of economic development focuses on ways to strengthen local economies and diversify a city's tax base. They focus on businesses that may make a significant economic impact on the city, which includes serving new and existing businesses. Economic development directors develop plans to attract and keep businesses. They persuade new businesses to open locations in the city and existing businesses to stay and, if possible, expand their operations.

Directors of economic development monitor trends within their respective cities. This includes tracking market trends and collecting data about various groups. They also maintain a list of available properties that businesses may use, such as open land, industrial spaces and retail spaces. A director of economic development uses what they find to develop strategic programs to promote financial and economic growth and make recommendations to the [city manager](#)  or city council.

A director of economic development explores new ways for the city to improve its economic strength. This may include attending fundraising events for business and civic groups and



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Related: [Economic Systems: Definitions and Types](#) 

# How to become a director of economic development

Here are steps to follow for how to become a director of economic development:

## 1. Earn a bachelor's degree

Earning a bachelor's degree is the first step in becoming an economic development director. Select a degree program that may assist you get a job to provide you with relevant experience. Consider earning your bachelor's degree in:

Career Guide

- Urban planning
- Marketing
- Business administration
- Public administration
- Real estate development
- Geography

Related: [41 Urban Planning Jobs](#) 

## 2. Gain experience

Explore opportunities to gain relevant experience. Although working as a director of economic development is a government job, consider working in the private sector. This may help you learn how to effectively build relationships with business leaders.

Becoming an economic development director requires an understanding of economic development and financial programs. Look for opportunities to learn more about working with tax increments, writing public policies and planning developments. It's also important to monitor financial trends and opportunities for cities.



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## JOB OPPORTUNITY

### Economic Development Director

**Union Affiliation:** N/A

**Starting Salary:** \$77,398 - \$92,498, based on experience in an equivalent role

**Summary of Duties:**

The Director of Economic Development is responsible for working closely with Town Management and other key Town staff in promoting the business and economic development interests within the Town. This position is responsible for coordinating and planning economic development projects, public relations and marketing initiatives, assisting business applicants with the permitting process, as well as providing research and guidance to current as well as prospective businesses in Mansfield. Serving as an ombudsman, the Director provides guidance to individuals and companies to establish, relocate or expand their business within Mansfield.

**Supervision Received:** Works under the direction of the Town Manager.

**Supervision Exercised:** No other positions at this time.

**Essential Functions:**

- Make frequent contacts with businesses, business groups, attorneys, engineers, developers and their representatives, real estate professionals, consultants and the general public, Town Officials and employees, federal and state agencies, and vendors. Contacts involve routine to complex discussions which require discretion, resourcefulness, creativity, and negotiation to achieve the desired results. Communication is by means of telephone, personal in-person discussion, virtual meetings as well as written and electronic correspondence.
- Work with existing businesses and/or property owners, and/or commercial brokers, regarding expansion, rehabilitation, and/or reuse options.
- Coordinates monthly business development meetings to ensure that the town keeps good business relations with existing business and aids in our retention efforts.
- Identify economic development opportunities and challenges, and develops solutions for maximizing the economic potential of the Town, including alternatives to the way economic development is managed currently.
- Prepare initiatives in concert with the Mansfield's Master Plan and identify areas of concern to the Town Manager.
- Serve as a member of various economic development groups and boards that promote economic and community development.
- Maintain a strong relationship with the general public, area businesses, clients, media and town-wide departments.

*Interested applicants should submit a resume and cover letter to [humanresources@mansfieldma.com](mailto:humanresources@mansfieldma.com).*

*This position is open until filled.*

Town of Mansfield is an Equal Opportunity Employer



# Town of Mansfield

6 Park Row, Mansfield, Massachusetts 02048

- Serve as primary contact to businesses and keep an inventory of available space town-wide for sale or for lease.
- Responsible for maintaining database of business development inquiries and requests, managing the full life cycle of a business development lead, and tracking and reporting of the outcomes.
- Act as a liaison between the Town and the Tri-Town Chamber of Commerce as it relates to all economic development matters.
- Attend meetings and presents issues and information to the Industrial Development Commission as they work together on the Town of Mansfield's economic development initiatives.
- Attendance may be required for some evening meetings
- Provide updates to the Select Board and Downtown Committee on economic development activities in the town.

## **Qualifications:**

- Bachelor's degree in public administration, business administration, urban planning or related field, or any equivalent combination of education and proven administrative experience.
- Minimum of four (4) years of experience within a business and economic development environment. Other related fields in the areas of business development, sales management, and customer relationship management are welcomed
- Basic knowledge of local municipal government preferred.
- Experience working in a deadline-driven environment.

## **Knowledge, Skills, and Abilities:**

- Thorough knowledge of the principles and practices of planning, zoning, and of state and local land use legislation, procedures, codes, and standards.
- Understands the principles of economic development and real estate development, as well as associated programs, policies and agencies.
- General knowledge of the skills related to business retention, economic development, and marketing.
- Ability to conduct independent research and to analyze and interpret results.
- Ability to meet deadlines.
- Ability to establish and maintain effective and harmonious working relationships with Town officials and departments, state agencies and the general public.
- Strong project management skills.
- Excellent organization and written and oral communication skills.
- Proficiency in the use of PowerPoint and other MS Suite applications
- Ability to Conducts/Host virtual meetings

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