

**AN ORDINANCE ESTABLISHING THE POSITION OF ECONOMIC
DEVELOPMENT COORDINATOR FOR THE CITY OF WAYNESVILLE, MISSOURI;
PROVIDING FOR THE APPOINTMENT; CLASSIFICATION; DUTIES OF SUCH OFFICE; SALARY AND
ESTABLISHING PROCEDURES GOVERNING THE REMOVAL OF SAID COORDINATOR;
FIXING AN EFFECTIVE DATE**

WHEREAS, the general welfare and quality of life of the citizens of the City of Waynesville, Missouri are beneficially impacted by the growth and economic development of the City; and

WHEREAS, in order to promote community vitality and encourage efforts to expand the local economy, the City Council hereby establishes the position of Economic Development Coordinator in an effort to introduce new business and job opportunities to the City of Waynesville.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF WAYNESVILLE, MO AS FOLLOWS:

Section 1. The position of Economic Development Coordinator is hereby created for the City of Waynesville, Missouri.

Section 2. Classification of Coordinator

1. The Economic Development Coordinator shall be a full-time, temporary position that will serve from the date of hire to no later than December 31st, 2024. Based on yearly evaluations and the productivity of the position, the City Council shall make the determination to extend the time of service, reclassify the position as full-time permanent or terminate the position.
2. The Economic Development Coordinator shall be afforded all the benefits and provisions of a full-time permanent employee while employed by the City.

Section 3. Appointment

The Economic Development Coordinator shall be appointed according to the procedure outlined in Chapter 116(A)(1). That procedure shall be as follows:

1. All qualifying applications shall be forwarded by the City Clerk to the Hiring Board.
2. The Hiring Board shall consist of five (5) members of City Administrative Leadership including, but not limited to:
 - a. City Clerk
 - b. Deputy City Clerk
 - c. Finance Officer
 - d. Electric Department Supervisor
 - e. Water/Wastewater Supervisor
3. The Hiring Board shall conduct interviews of all qualifying candidates and from those candidates the top five (5) applicants shall be chosen for further review.
4. Recommendations made by the Hiring Board to the City Administrator shall be based solely on the merit and qualifications of the individuals concerned, without regard to his/her political affiliation.

5. A second interview shall be conducted by the City Administrator and Hiring Board of the top five (5) candidates.
6. From that second interview, the City Administrator shall submit the name(s) of the individual(s) best qualified for approval to the City Council and/or Mayor, and upon request, shall give his recommendation as to the individual best qualified for such appointment.
7. Recommendations made by the City Administrator shall be based solely on the merit and qualifications of the individual concerned, without regard to his/her political affiliation.
8. The office of Economic Development Coordinator shall be filled by a majority vote of the City Council.
9. The City Administrator may suspend or remove the Economic Development Coordinator, for cause and for the good of the City. Provided, however, that if the City Administrator removes the Coordinator then the Coordinator may appeal the City Administrator's decision to the Human Resources Committee if the Coordinator makes written request to the City Clerk within five (5) days after the date of such removal. The hearing shall take place at the next regular meeting of the Human Resources Committee. If the Human Resources Committee overrules the action of the City Administrator then the Coordinator shall be reinstated with pay retroactive to the date of the attempted removal by the City Administrator.

Section 4. Economic Development Coordinator – Duties of.

Under general administrative direction, plans, directs, manages, and oversees the activities and operations of Economic Development within the City, including programs and projects designed to promote community vitality and encourage efforts to expand the local economy; coordinates assigned activities with other departments and outside agencies; and provides highly responsible and complex administrative support to the City Administrator and City Clerk.

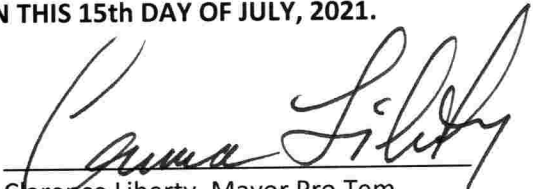
1. Representative Duties – The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.
 - a. Coordinates and facilitates Economic Development (ED) program and activities to achieve the City's ED strategies; assures the program activities meet City Council goals, objective and directives.
 - b. Secures funding for transportation, utility infrastructure and other economic development projects and activities through the use of State and Federal grant funding and other financial resources.
 - c. Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training regarding grant work; work with employees to correct deficiencies.
 - d. Assists in planning and organizing ED activities to expand the tax base, encourage creation of jobs, promote tourism, improve the quality of life and facilitate a self-sustaining economy for the City; assists in developing plans to attract, assist and retain a diversified mix of businesses and public/private partnerships.
 - e. Assist the public with development matters and concerns; communicate development policies and ordinance requirements to citizens and the development

- community through pre-development meetings and public inquiries (by phone, email, or with direct citizen contact).
- f. Assists with the preparation of formal and technical reports, working papers, presentations, and correspondence.
 - g. Reviews ED activities and develops recommendations for program goals, services and projects; evaluates and facilitates compliance to local, state and federal requirements and prepares reports.
 - h. Assists with contract development.
 - i. Aids in the development of a municipal marketing plan.
 - j. Implements plans to attract and create base industry jobs, enhance business atmosphere to retain existing business base and market City of Waynesville to the business communities.
 - k. Provides information and referrals on economic development programs, processes and services.
 - l. Coordinates with community organizations, regional agencies, businesses and non-profit organizations.
 - m. Analyzes information, evaluates trends and assures ED issues are properly addressed and resolved – this will include researching other city and economic development efforts and best practices and compiling that information for use by the City in refining or creating new programs.
 - n. Supports the relationship between the City of Waynesville and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors and City staff; maintains confidentiality of sensitive economic development issues, work-related issues and City information; performs other duties as required or assigned.
 - o. Perform related duties as required.

Section 5. The City Administrator is authorized to implement this ordinance and develop any supplemental policies, duties or other procedures needed to administer this ordinance on an as needed basis.

Section 6. This ordinance shall be in full force and effect from and after its passage and approval.

PASSED AND APPROVED BY THE MAYOR AND CITY COUNCIL ON THIS 15th DAY OF JULY, 2021.


Clarence Liberty, Mayor Pro Tem

ATTEST:


Michele Brown, City Clerk