



City of Maple Valley
22017 SE Wax Road, Suite 200, Maple Valley, WA 98038

Job Description

ECONOMIC DEVELOPMENT COMMISSIONER

DEFINITION:

The Economic Development Commission is an advisory body to the City Council, and shall provide recommendations to the City Council on matters of economic development within Maple Valley. The Economic Development Commission collects and analyzes data relevant to economic development to evaluate existing community resources and promote public interest in overall economic development.

TERMS OF OFFICE:

The Economic Development Commission consists of nine (9) members who are interviewed by the Council and with the concurrence of the City Council, appointed by the Mayor. The Economic Development Commission members serve three (3) year terms. Terms shall expire on December 31st, and each successive term shall begin January 1st. In order to establish a system of staggered terms, four (4) of the initial appointees shall serve until December 31, 2019, and five (5) of the initial appointees shall serve until December 31st, 2020. Thereafter, as terms expire, all Commission members shall serve three (3) years.

TIME REQUIREMENTS:

A minimum of one (1) morning per month, (currently the third Tuesday of each month) attending Economic Development Commission meetings.

ESSENTIAL DUTIES:

The following duties of the Economic Development Commission are illustrative only and are not intended to be all-inclusive:

- The Commission is empowered to advise and make recommendation to the Mayor and City Council, as appropriate to other boards or commissions of the City, on such matters as may be specifically referred to the Commission by the City Council, or on matters independently generated by the Commission, related to:
 - *Strategies, programs or activities intended to generate economic development and consequently increase jobs and municipal revenue.
- The Commission shall deliver an annual report to the City Council in written and oral form during the first quarter of every year, and when appropriate, during other times as directed by the mayor or council. The Commission is encouraged to provide informal reports and/or recommendations to the Mayor and City Council at any time during the year.

ADDITIONAL DUTIES:

- The Commission is encouraged to work in conjunction with other boards and commissions on proposals, recommendations, projects or activities of mutual interest, or as otherwise directed by City Council.
- The Commission is encouraged to collaborate and cooperate with other organizations, agencies or entities engaged in economic development in the City.
- Promote public interest in overall economic development.
- May attend other meetings such as the City Council's, or other various boards or committees, as deemed necessary.

QUALIFICATIONS:

Candidates for the Economic Development Commission shall each represent, and have subject matter expertise in the following industry segments: Chamber of Commerce representative

- A. Chamber of Commerce representative
- B. Commercial Real Estate developer
- C. Local business owner
- D. Higher Education Institution
- E. Workforce development agency or small business development center (SBDC), human resources or staffing agency
- F. Financial institution (bank or credit union)
- G. Local school district representative
- H. Public utility
- I. Tourism Attraction/Event/Event Venue

SKILLS AND ABILITIES:

There are no minimum skills and abilities that an applicant must have to be appointed as an Economic Development Commissioner, however, the following list has been identified as those skills and abilities that make a quality Commissioner:

- Attention to detail
- Patience
- Ability to think in abstract terms
- Open mindedness
- Willingness to listen and learn
- Ability to compromise and work within a team framework
- Ability to make decisions based on the best interests of the community, rather than the interests of the applicant or other special-interest group

SUPERVISION RECEIVED:

The Commission receives direction from, and is responsible to, the City Council, and is supported by the Economic Development Manager, the Deputy City Clerk and other staff members designated by the City Manager.

WORKING CONDITIONS:

This position primarily conducts business indoors, completing tasks such as reading and reviewing reports, plans, and other documents plus listening to presentations by staff, applicants and the public. This position requires a lengthy attention span.