

Deputy Mayor for Planning and Economic Development

The Government of the District of Columbia is seeking a Deputy Mayor for Planning and Economic Development to further the Mayor's vision for economic development, affordable housing, planning, financing, and arts and entertainment.

THE ORGANIZATION

The Office of the Deputy Mayor for Planning & Economic Development (DMPED) prioritizes the successful implementation of the following programs:

Real Estate Development. The goal of DMPED's real estate development program is to implement real estate development projects that create vibrant and stable neighborhoods; rebuild retail corridors; and ensure that every District investment yields real benefits for residents and local businesses.

Business Development and Strategy. The goal of this program is to attract and retain businesses of all sizes, create well-paying job opportunities for residents, strengthen the business climate, and expand the District's tax base.

Revenue Bond Program. The District of Columbia Revenue Bond Program provides below-market interest rate loans to private entities to help lower the cost of funds for capital projects. These bonds are used to finance a wide variety of projects that are important to the District's welfare and employment base, including health facilities, housing, transit and utility facilities, recreational facilities, manufacturing, sports, convention and entertainment facilities, elementary, secondary, college, and university facilities, and industrial and commercial development.

Economic Development Cluster Agency Coordination. DMPED is also responsible for coordinating and overseeing the work of a cluster of District government agencies that support housing, planning, and economic development activities. These agencies include:

- Department of Housing and Community Development
- Department of Small and Local Business Development
- Office of Cable Television, Film, Music, and Entertainment
- Office of Planning
- Commission on the Arts and Humanities
- Office of Public-Private Partnerships

DMPED also provides strategic guidance and leadership to the following independent agencies to ensure coordination and synergy: DC Housing Authority

- DC Housing Finance Agency
- Office of Zoning, Board of Zoning Adjustment, and Zoning Commission
- Real Property Tax Appeals Commission
- Washington Sports and Convention Authority (Events DC)

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THE POSITION

The Deputy Mayor works under the direction of the Mayor of the District of Columbia and the City Administrator, who provide policy guidance and makes assignment in terms of general objectives and priorities in consultation with the incumbent. Specifically, the Deputy Mayor for Planning and Economic Development is responsible for:

- Advising the Mayor and City Administrator on important policy and program decisions related to economic development and regulation and assisting the Mayor and City Administrator in formulating top-level decisions.
- Successfully and innovatively implementing economic development and neighborhood revitalization activities throughout the District of Columbia.
- Through day-to-day relationships with program and agency heads, increasing the overall effectiveness and efficiency of operations and services to ensure that all programs and activities are helping to efficiently and effectively achieve the Mayor's objectives.
- Providing professional assistance and leadership to subordinate agency heads in order to develop staff, stimulate development, and ensure implementation of agency programs.
- Ensuring that appropriate priorities are established; projects and programs are progressing on schedule; needed coordination is accomplished; and day-to-day problems are resolved without the necessity for the involvement of the Mayor or City Administrator.
- Coordinating, approving, and executing policy initiatives affecting agencies under the Deputy Mayor's jurisdiction.
- Keeping the Mayor and City Administrator apprised of important issues related to the programs and agencies the Deputy Mayor oversees.
- Helping resolve issues faced by agencies that the Deputy Mayor oversees.
- Making recommendations to the Mayor and City Administrator, as appropriate, on specific courses of action to be taken after determining and examining the facts in each case, and developing solutions and/or alternative proposals.
- Coordinating activities of programs and agencies overseen by the Deputy Mayor with federal agencies, private business concerns, regional governments, the Board of Trade, the Chamber of Commerce, citizen groups, inter-governmental commissions and boards, etc. to resolve problems; to discuss mutual interests; and to maintain good public relations.
- As designated, representing the Mayor on committees and boards and before agencies, civic groups, commissions, and official bodies, taking action as deemed necessary to effectively represent the District of Columbia, and to promote its interest as it pertains to the incumbent's area of responsibility.
- Recommending to the Mayor and City Administrator the modification, consolidation or elimination of existing functions and the establishment of new functions.
- Serving as a member of the Mayor's Cabinet and as such, participating to a considerable degree in the most significant Cabinet determinations.
- Performing other related duties as may be assigned by the Mayor or City Administrator in furtherance of the Mayor's mission as chief executive of the District of Columbia Government.

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QUALIFICATIONS

The qualified candidate will have a Bachelor's degree in business, finance, public administration, economics, political science, urban studies, or similar area as well as a minimum of ten (10) years of work-related skill, knowledge, or experience within functional areas, such as public administration, real estate development, financial management, business management, economics, and community development.

Specifically, qualified candidates will have mastery of:

- The mission, objectives, strategies, and program goals of the Office of Deputy Mayor for Planning and Economic Development and agencies overseen by the DMPED;
- The principles, practices, and techniques of public administration; and
- A wide range of qualitative and quantitative methods for the assessment and improvement of complex management processes and systems.

Qualified candidates will also possess:

- Skill in problem solving, negotiating strategies, and project management; and mastery of management skill and experience in planning, organizing, and directing work teams;
- Extensive knowledge of real estate, business, and financial markets;
- Deep knowledge of District and federal business and financial regulations, policies, and procedures; and
- Extensive experience in public relations.

The salary range for this position is \$153,350 - \$231,471.

SPECIAL REQUIREMENTS

There is a legal requirement that each new appointee to the Excepted and Executive Service either: (1) be domiciled in the District of Columbia at the time of appointment; or (2) establish District domicile within one hundred eighty (180) days of appointment. The law also requires that Excepted and Executive Service employees maintain District domicile during the period of the appointment. Failure to maintain District domicile during the period of the appointment will result in forfeiture of employment.

TO APPLY

The Government of the District of Columbia is partnering with POLIHIRE to identify the next Deputy Mayor for Planning and Economic Development. If you are interested in this opportunity, please submit a cover letter outlining your qualifications and your resume to DC_DMPED@polihire.com. Please include only your name (Last, First) in the subject line when submitting these materials.