ECONOMIC DEVELOPMENT PROJECT COORDINATOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

JOB OBJECTIVES

To coordinate the development and implementation of the City’s goals and programs in economic development and small business assistance; to identify and draft grant applications and provide technical support to sub-grantees; to develop marketing strategies and materials for business attraction; to act as liaison between the City and economic development parties; to conduct research and analysis on issues related to economic development.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from City Manager.

ESSENTIAL JOB FUNCTIONS

The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:

1. Coordinate economic development projects as assigned; develop, review and recommend services, policies, procedures and reports related to program; evaluate program effectiveness and recommend actions for improvement as necessary.

2. Research, develop and recommend new economic development programs or projects.

3. Promote and market program; develop and designed educational/promotional materials and strategies to implement the City’s economic development objectives; represent program in events.

4. Coordinate grant program; identify potential grant opportunities relating to program areas and City departments; gather information and draft grant applications; assist City departments in drafting and submitting grant applications; monitor grant activity and provide technical assistance to sub-grantees throughout process.

5. Conduct comprehensive analyses, technical investigations and research on economic development projects or program related issues.

6. Act as liaison between the City and small business owners, community members, City departments, and other agencies.

7. Provide information and technical assistance to assist small business owners.

8. Develop, prepare, and present reports and documents, including promotional materials, procedures, and correspondence.

9. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of economic development.

10. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a comprehensive economic development program.

Concepts, theories, principles and practices of economic development.

Mandated laws, rules and regulations governing development and grant programs.

Principles and methods of business correspondence, technical report, and grant preparation.

Methods and techniques of conducting public and committee presentations.
Methods and techniques of eliciting and facilitating community participation in planning and development issues.
Principles and practices of research and report preparation.
Principles and practices of public relations.
Modern office procedures, methods and equipment including computers and supporting word processing and spreadsheet applications
Pertinent Federal, State and local laws, codes and regulations.

Ability to:
Coordinate all facets of economic development program.
Analyze needs; identify potential options, develop strategies and implement recommendations in support of goals.
Monitor and evaluate programs.
Research, analyze and evaluate new service delivery methods and techniques.
Interpret and apply applicable Federal, State and local policies, laws and regulations.
Compose grant applications.
Prepare and conduct effective public and committee presentations.
Facilitate group processes and/or participate effectively on a team.
Coordinate and oversee assigned projects.
Coordinate activities with internal and external agencies and commissions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective relationships with those contacted in the course of work.

Education and Experience Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:
Equivalent to a Bachelor’s degree from an accredited college or university with major course work in economic development, urban planning, economics, political science, business administration or a related field.

Experience:
Two years of increasingly responsible professional level experience in economic development or community development work.

License or Certificate
Possession of an appropriate, valid driver’s license.

PHYSICAL DEMANDS AND WORKING CONDITIONS
The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Environment: Normal office setting with some travel to attend meetings.

Mobility: Incumbents require sufficient mobility to work in an office setting and operate office equipment.

Vision: Vision sufficient to read small print, computer screens and other printed documents.