

**ECONOMIC DEVELOPMENT COORDINATOR***Class Definition*

Under general direction, performs varied administrative, staff, and analytical assignments in support of the City's commercial development, economic development and redevelopment activities.

*Distinguishing Characteristics*

Economic Development Coordinator is a class in the City Manager's Office in which incumbents coordinate the various aspects of the City's commercial development, economic development and redevelopment activities. Appointed by and reporting to the City Manager, incumbents exercise a considerable amount of independent judgment in the use of City organizational resources as well as federal, state, and local funding agencies for the purposes of administering economic development, commercial development, and/or redevelopment activities throughout the community. Incumbents may also perform administrative and analytical assignments required by the City Manager. These are unclassified positions in which incumbents serve at the will of the City Manager.

*Typical Tasks*

(This list of samples of job duties and responsibilities is neither inclusive nor exclusive. Consequently, this information may not reflect Essential Functions for this class.)

Performs varied administrative, staff, and analytical assignments in support of City economic development, commercial development, and redevelopment activities.

Performs research and prepares a variety of comprehensive reports, proposals, and studies regarding economic development, commercial development, and redevelopment.

Prepares development proposals, coordinates development requirements and processes development packages through the idea, planning and construction phases.

Coordinates the submittal of financing packages for City development projects to federal, state, local and private funding sources.

Attends meetings of citizens groups as required.

Negotiates and manages contracts with architects, engineers, and builders and negotiates the acquisition and disposition of real estate within the private sector.

Collects, compiles, and analyzes data for projects and problems related to the development and operation of the City's multi-faceted development efforts.

Reviews and analyzes legislation affecting the City's development and redevelopment activities.

Conducts surveys and collects information relevant to the City's economic development, commercial development, and redevelopment efforts; analyzes findings and prepares or presents reports of practical solutions or recommendations.

Handles public relations activities, including press releases; meets with representatives of other public agencies, individuals or groups in the development, or promotion of the City's development efforts.

Performs related duties as required.

*Knowledge, Abilities, and Skills*

Knowledge of the principles and practices of public administration.

Knowledge of municipal organization and operation, especially as it relates to a multi-faceted development program.

Knowledge of laws, ordinances, and regulations related to the acquisition, disposition of property and local ordinances that pertain to building and site development.

Knowledge of real estate financing alternatives and programs.

Ability to coordinate a task force designed to respond to the commercial development, economic development, and redevelopment needs of the community.

Ability to coordinate or conduct negotiations for acquiring and disposing of property.

Ability to work effectively with developers, City staff, public officials, and members of the public.

Ability to interpret and apply complex regulations, legislation, and guidelines.

Ability to exercise initiative, ingenuity, and sound judgement in solving difficult and complex administrative and technical problems.

Ability to maintain effective working relationships with City elected officials, commission members, department heads, representatives of community agencies and organizations, labor unions, and the general public.

Ability to express ideas and recommendations effectively in oral and written form.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's Degree in planning, public administration, business administration, architecture or closely related field; and three years of increasingly responsible professional experience in economic development, commercial development, municipal administration, or related field. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

Necessary Special Requirement

Possession of a valid California Driver's License at time of appointment.

APPROVED: \_\_\_\_\_  
Director of Administrative Services

DATE: \_\_\_\_\_