

ECONOMIC DEVELOPMENT COORDINATOR**DEFINITION**

Under general direction, performs varied administrative, technical, and analytical assignments in support of the City's inclusive economic development efforts that include marketing, outreach data research and assistance to businesses and developers.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from a Director or designee. Exercises no supervision.

DISTINGUISHING CHARACTERISTICS

Economic Development Coordinator is a class in which incumbents assist in the design of inclusive economic development strategies and programs related to business attraction, expansion and retention efforts, and related infrastructure planning and coordination. 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 managing business development activities throughout the community. Incumbents may also perform administrative project and program management, and analytical assignments. These are unclassified positions in which incumbents serve at the will of the Director.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

May include, but are not limited to, the following:

Performs varied administrative, and analytical assignments in support of City's inclusive economic development strategies

Performs research, data collection, analysis, and prepares a variety of comprehensive reports, proposals, and studies regarding economic development.

Updates economic development data and develops efficient methods of maintaining current real estate data and trends, employment training efforts and related issues.

Plans and implements direct marketing and promotion of the City's inclusive economic development programs, special projects, and events through various media channels including social media.

Assists with site selection, provides guidance during the entitlement process, prepares development proposals, coordinates development requirements and processes development packages through the idea, planning and construction phases.

Analyzes development proposals and 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 inclusive economic development, 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.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

The principles and practices of public administration.

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

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

Real estate acquisition regulations, financial analyses, and financing alternatives and programs.

Ability to:

Coordinate a taskforce designed to respond to the economic development needs of the community.

Coordinate or conduct negotiations for acquiring and disposing of property.

Work effectively with developers, City staff, public officials, and members of the public.

Interpret and apply complex regulations, legislation, and guidelines.

Exercise initiative, ingenuity, and sound judgment in solving difficult and complex administrative and technical problems.

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

Express ideas and recommendations effectively in oral and written form.

Skill to:

Operate modern office equipment.

Operate a computer and a variety of word processing, spreadsheet or software applications including Customer Relations Management software.

Safely operate a motor vehicle.

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 (3) 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.

Special Requirement(s):

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

APPROVED: (Signature on File)
Director of Personnel Services

DATE: 11/3/21

TB:AR:07/31/07
Revised: