

ECONOMIC DEVELOPMENT COORDINATOR

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 and related infrastructure planning and coordination. 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 project and program management, and analytical assignments required by the City Manager. These are unclassified positions in which incumbents serve at the will of the City Manager.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

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.

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 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.

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 in:

Operating a computer and a variety of word processing, spreadsheet or software applications.

MINIMUM QUALIFICATIONS

Education: Graduation from an accredited college or university with a Bachelor's Degree in planning, public administration, business administration, architecture or closely related field.

Experience: 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.

Special Requirement(s):

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

APPROVED: _____ DATE: _____
Director of Personnel Services

TB:AR:07/31/07