

**JOB TITLE: Coordinator, Economic Development**

**JOB CODE: 29.04**

**GRADE: 19**

**CLASSIFICATION: Exempt**

**PURPOSE OF THE POSITION:** The purpose of this position is to develop plans for and facilitate activities directed toward strengthening the City's local neighborhood businesses and workforce development programs.

**MINIMUM QUALIFICATIONS:** A Bachelor Degree from an accredited college or university in Business, Management, Economics, Public or Business Administration, or related field, plus three (3) years of progressively responsible economic development project experience in a problem solving environment at the local government level; or a Master Degree and one (1) year of experience; or the equivalent in education, training, and experience which would provide the necessary knowledge, skills and abilities. Certification from a recognized national economic development association is preferred. Possession of and ability to maintain a valid State of Florida Driver's License is required.

**SPECIAL REQUIREMENTS:**

- Knowledge of principles, procedures, processes and requirements comprising standard urban economic development, neighborhood revitalization, and related functions and activities, including collection and analysis of business, demographic and other economic development data; and the use of such data in the preparation of action-oriented redevelopment plans.
- Knowledge of business, statistics, economics and public administration, particularly those aspects related to economic development.
- Knowledge of applicable federal, state and local laws, City ordinances, and other regulations and requirements relating to economic development, business and related issues.
- Knowledge of municipal government, boards, councils, commissions and similar bodies and their functions related to economic development and redevelopment.
- Knowledge of standard geographical information systems (GIS) terminology, practices and data.
- Ability to perform research, analyze data, and recommend actions to improve the City's local economic base, particularly in targeted areas of the City.
- Ability to work independently, with minimum supervisory direction, to create and implement redevelopment plans.
- Ability to communicate effectively and clearly orally, in writing and graphically, and to prepare succinct, coherent and technically accurate reports and analyses.
- Ability to establish and maintain effective working relationships within the Department of Planning and Redevelopment, with other City officials and employees, as well as local business owners, local lenders, economic development practitioners and researchers and other members of the public.

**ESSENTIAL FUNCTIONS:**

- Develops plans for and facilitates activities directed toward strengthening the City's local neighborhood businesses and workforce development programs.

- Collects and analyzes data concerning the City's business base and retail demographics, including local business types, site data (land and buildings), standard industrial classifications, location quotients, internet access and related information.
- Prepares recommendations for strengthening, diversifying and otherwise improving the City's business base, as well as improving economic opportunities for City residents.
- Develops specific, action-oriented redevelopment plans for targeted areas of the City, including initiatives directed toward attracting and retaining desirable businesses in high-wage, high-growth fields.
- Coordinates implementation of redevelopment plans with City Staff and others, including, if appropriate application for designation of a City targeted area as an Enterprise Zone.
- Assists local businesses and prospective entrepreneurs in applying for SBA loans and other business incubation activities.
- Creates and coordinates annual business retention and expansion surveys of local businesses to determine satisfaction with City services and identify potential issues of concern.
- Researches, analyzes and recommends successful workforce development programs, including skilled worker apprenticeship programs, targeted for high-wage, high-growth industries.
- Prepares grant applications as appropriate to facilitate approved neighborhood and economic development plans.
- The intent of this class description is to provide a representative summary of the types of duties and responsibilities that would be required of classifications given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Incumbent may be required to perform job-related tasks other than those specifically presented in this job description.

**PUBLIC CONTACT:** Contacts are an essential component of this position. The incumbent interacts frequently with officials and employees of other City and County departments, SBA staff, staff of other federal agencies, local business owners, local lenders, economic development practitioners and researchers and other members of the public. Public interactions frequently occur in response to inquiries about redevelopment activities, City economic development programs or similar issues. Contacts are for the purpose of obtaining and furnishing information, providing interpretations and explanations, implementing economic redevelopment plans, responding to complaints, and similar purposes.

**SUPERVISION RECEIVED:** Works under the general supervision of and receives assignments from the Planning Director or designated representative. Considerable independent judgment and initiative are required; direct supervision is minimal concerning day-to-day activities. Completed work is reviewed primarily in terms of results achieved and in the maintenance of effective and harmonious work contacts. Incumbent is required to use initiative, judgment and ingenuity in planning and executing the work.

**SUPERVISION EXERCISED:** None usually, but may supervise a small staff during special projects.

**PHYSICAL REQUIREMENTS:** This is light work usually performed in an office environment and requires no unusual physical demands. Visual acuity is required for reviewing

and maintaining computer and written files, as well as business, financial and related plans and reports, and for observing work being performed by City employees, business owners and others engaged in various aspects of neighborhood economic development plan implementation. Incumbent is required to have sufficient hearing ability to perceive information at normal spoken word levels. Manual dexterity to operate standard office computer and other equipment is required.

**ORGANIZATIONAL STATUS:** Under the direction of and responsible to the Department Head or designated representative.