
ECONOMIC DEVELOPMENT COORDINATOR

NATURE OF WORK

Serving the public with project management, administrative and technical work. This position plans, organizes, and implements the economic development programs of the City to promote the growth and development of the City's economic base, assists in the retention and expansion of existing businesses, and vigorously seeks out new businesses for the City. The position has considerable interface with all departments of the City, City Council, and the development and business community.

DISTINGUISHING FEATURES

This is a professional project-management position responsible for the implementation, development and creation of economic development activities to achieve the community's vision and goals related to job growth, commercial expansion corridor stabilization and overall economic development. Activities must be feasible and marketable in the short-term. Work requires ability to create resources to ensure success of plan. Examples include TIF, EZ, REZ, CDBG financial programs based on jobs created, commercial development and EDA funding for infrastructure improvement, and revolving loan funding.

ESSENTIAL FUNCTIONS *(These essential duties are only illustrative.)*

Develops and organizes Implementation Plan for TIF, EZ, and REZ and others Redevelopment Areas with City staff and consultants; Advises developers on TIF requirements and considerations.

Executes the Implementation Plan, which may involve development of industrial parks, commercial focus areas, neighborhood supportive services.

Assists in developing a process for accessing the suitability of industrially and commercial-zoned lands and/or buildings in current marketplace, including vacant lands not utilized for five years or more and buildings that have remained vacant or underutilized for five years or more, or are potential Brownfield sites.

Oversees the management of identified projects and develops a comprehensive schedule and timeline.

Creates and coordinates teams including outside consultants to assist in the successful completion of the Plan, and develops and implements a marketing strategy for communicating programs and promoting sites and buildings.

Monitors and assists with implementing the City's economic development programs, including TIF districts, establishing Enterprise Zones, loan programs and other related business development activities.

Attends various departmental and division staff meetings, as well as City Council Planning and Development Committee meetings. Makes public presentations and responds to questions and comments. Presents technical policy options for consideration by Administration and City Council.

Provides outreach to existing industrial businesses within focus areas to assess their needs and develop strategies to assist them with retention, expansion, and job training.

Serves as the liaison between the local government and the chamber of commerce, merchants association, sister cities, and other public and private or nonprofit groups and associations interested in economic development.

Markets and recruits new industrial and commercial business to locate within the City.

Maintains reasonable and predictable attendance.

SUPERVISION RECEIVED

Works under the general supervision of the Economic Development Manager with additional guidance provided by the Community Development Director and City Administrator. Work is performed according to extensive state and federal regulations particularly at times when utilizing EZ, CDBG, EDA, and TIF financing. Work is reviewed through established city, department, and program checks and balances, with substantive policy and procedural changes, major expenditures or special projects being reviewed by the department director or other city officials. Work is reviewed annually for overall results achieved.

SUPERVISION EXERCISED

Supervision of staff is not a direct responsibility of this position although it may oversee individuals assigned to assist in the implementation of specific projects. May coordinate efforts of various agencies responsible for development services.

WORKING CONDITIONS & PHYSICAL DEMANDS

Work is performed primarily in an office environment, however work activities may require travel to various sites throughout the city and out-of-town travel for business recruitment, to attend meetings and conferences as required.

SUCCESS FACTORS (KSAs)

Considerable knowledge of community economic development, including business attraction, expansion, and retention with a special emphasis on commercial and industrial development.

Considerable knowledge of complex and discretionary elements of real estate development activities, including project management and coordination of various ad hoc inter/intra departmental project teams.

Considerable knowledge of HUD "Special Economic Development Activities", EDA programs, and State of IL TIF provisions and Enterprise Zone implementation

Ability to communicate effectively both orally and in writing and to make effective presentations in meetings and using PowerPoint when appropriate.

Ability to understand and explain complex concepts related to development projects, real estate transactions, and financial agreements.

Ability to supervise and direct the work of others as needed.



Ability to manage multiple programs and projects.

Skill in the use and care of a personal computer with a special emphasis on developing and evaluating pro forma for real estate development and business use.

EDUCATION, TRAINING & EXPERIENCE

Bachelor's Degree in Business Administration, Finance, Real Estate, Public Administration, Planning, Marketing, Economics, or related field with a minimum of 7 years progressively-responsible experience in the public or private sector, creating development plans with the predominate use being industrial. Must also have experience in the promotion and coordination of various programs for implementing such plans. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may be substituted for the required experience.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid Illinois driver's license and evidence of vehicle insurance as required by state law.

Residency requirement: Classified employees hired after January 1, 1984 must live anywhere in Winnebago County or anywhere within an area fifteen (15) miles from the Public Safety Building within six (6) months of their date of completion of probation. Employees hired prior to January 1, 1984 shall be subject to their conditions of employment in effect at that time.