

ECONOMIC DEVELOPMENT PROJECT COORDINATOR - CRA

DEFINITION

Under general direction to plan, organize, develop, monitor, and supervise the economic development projects function; to supervise a professional and technical economic development staff to perform a variety of economic development activities relating to commercial, industrial attraction, business expansion, and public real estate development; to perform related work as required.

MANAGEMENT RESPONSIBILITY

This is a high level staff support position with supervisory responsibility for assigning, supervising, and directing the work of staff assigned to economic development activities such as commercial business attraction, business expansion, and public real estate development.

EXAMPLES OF DUTIES

Provides supervision, direction, and work coordination for staff; performs and oversees the performance of property identification, and feasibility assessment; coordinates consultant services, solicitation, and analysis of development proposals and development agreements; work with real estate developers, City officials, etc., to solicit development proposals and identifies areas of concern; analyzes the proposals for City involvement; prepares annual agency budget; supervises professional and technical staff; evaluates work assignments by monitoring project deadlines; provides staff training; performs Director of Economic Development duties as delegated in the Director's absence; represents assigned functions with City staff and other governmental agencies as delegated.

EMPLOYMENT STANDARDS

Knowledge of:

- Modern principles, practices, and techniques of feasibility assessment of property development, including finance, acquisition and title, development regulations, appraisal, and market analysis.

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EMPLOYMENT STANDARDS - (cont.)

- Principles of supervision and training.
- Computer software packages such as Lotus 1-2-3 and dBase III of proforma analysis and spreadsheet scheduling applications.
- Community design principles.
- Redevelopment law and real estate principles.
- Financial and budget concepts.
- Research methods and procedures.

and

Ability to:

- Plan, organize, coordinate projects, and direct an assigned area of the City's economic development project activities.
- Provide supervision, training, and work evaluation for staff.
- Use a computer terminal and associated word processing and spreadsheet software packages.
- Prepare a variety of reports and presentations.
- Research, collect and analyze information related to economic development functions.
- Effectively represent the economic development functions of the Department with concerned individuals community organizations and other governmental agencies.
- Establish and maintain cooperative working relationships.
- Communicate effectively orally and in writing.

and

Training and Experience: Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from an accredited "four" year college or university with major course work in urban planning, business administration, business finance, or closely related field.

Work Background: Four years of progressively responsible and varied professional experience in property development, including two years of experience as a project manager or supervisor.

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