

CITY OF SOLEDAD

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FLSA: EXEMPT

ECONOMIC DEVELOPMENT COORDINATOR

DEFINITION

Under general supervision, provides highly responsible and complex analytical, research, and project management functions for the economic development, redevelopment, and business programs within the City; monitors economic development grant loan programs for business and other related economic development programs; provides overall coordination, development, and administration for assigned programs and projects; provides highly responsible and complex professional assistance to the Community & Economic Development Director or designee; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. No direct supervision of staff is exercised. Exercises project direction to professional, technical, or office support staff, and/or consultants on a project basis.

CLASS CHARACTERISTICS

This is a single-position class that develops, markets and implements a variety of business and financial assistance programs and economic related programs such as marketing and workforce growth. Responsibilities include but not limited to the implementation of redevelopment, economic development, and real estate projects requiring the use of a high level of tact, discretion, and independent judgment, as well as knowledge of departmental activities. The work has technical and programmatic aspects, requiring the interpretation and application of policies, procedures, and regulations and may involve frequent contact with the public, as well as performing various research and monitoring functions. This class is distinguished from the Community & Economic Development Director in that the latter has overall responsibility for all economic, housing, and redevelopment functions and for developing, implementing, and interpreting public policy.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assists in the development, direction, coordination, and implementation of goals, objectives, policies, procedures, and work standards for the Economic Development Division.
- Coordinates, oversees, and performs professional-level research, administrative, operational, financial, legislative, and analytical duties in support of assigned programs; conducts studies, research projects, and analysis by selecting, adapting, and applying appropriate analytical, research, and statistical techniques.

- Conducts a variety of analytical and operational studies regarding departmental and programmatic activities; evaluates alternatives, makes recommendations and assists with the implementation of procedural, administrative, and/or operational changes after approval.
- Plans, designs, develops, organizes, and oversees multiple highly complex programs; acts as the liaison between the City and outside agencies and vendors; oversees committees formed for these programs; receives, reviews, and organizes program applications; prepares periodic write-ups and reports detailing the success of the program.
- Provides financial counseling and processes applications for low interest assistance loans, business loans, and economic development programs.
- Assists with the development and administration of the department's budget; assists with the forecast of additional funds needed for staffing, equipment and supplies; assists with the monitoring of expenditures.
- Monitors consultant contracts for business revolving loan funds, CDBG Business assistance programs, financial reporting, and grant funding programs.
- Establishes and maintains records and files for assigned programs, including all documentation related to loans, contracting agreements, and fund disbursements.
- Serves as a liaison with employees, public, and private organizations, community groups, and other organizations; provides information and assistance to the public regarding the assigned programs and services; receives and responds to complaints and questions relating to assigned area of responsibility; reviews problems and recommends corrective actions.
- Attends meetings, conferences, workshops, and training sessions, and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas.
- Acts as the City's representative and liaison on relevant topics, including responding to questions and comments from the public in a courteous and timely manner and collaborating with involved parties to reach resolutions on identified issues.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of redevelopment, business and economic development programs.
- Organization and function of public agencies, including the role of an elected City Council and appointed boards and commissions.
- Applicable codes, regulations, policies, guidelines, technical processes and procedures related to a business assistance program.
- Principles and practices of marketing and program evaluation.
- Practices and procedures of grant writing and administration
- Principles and practices of contract administration.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment.
- Computer applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for dealing effectively with the public, vendors, contractors and City staff, in person, and over the telephone.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service to public and City staff, in person, and over the telephone.

Ability to:

- Assist in the development of goals, objectives, policies, procedures, and work standards for the department.
- Develop, coordinate, implement, and oversee assigned departmental and programmatic activities.
- Perform responsible and difficult administrative work involving the use of independent judgment and personal initiative.
- Interview, evaluate, and counsel potential and current program participants.
- Plan, organize, and carry out assignments from management staff with minimal direction.
- Interpret, apply, and explain complex Federal, State, and local laws, codes, regulations, and departmental policies and procedures.
- Conduct research on a wide variety of administrative topics, including contract feasibility, budget and staffing proposals, and operational alternatives.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Directing the work of contract consultants on a project basis.
- Understanding the organization and operation of the assigned department and of outside agencies as necessary to assume assigned responsibilities.
- Prepare clear and effective financial, statistical, narrative, informational, and educational reports, correspondence, policies, procedures, and other written material.
- Make accurate arithmetic, financial, and statistical computations.
- Effectively conduct meetings and make presentations to various groups.
- Analyze situations and identify pertinent problems/issues, collect relevant information, evaluate realistic options, and recommend/implement appropriate courses of action.
- Organize own work, set priorities, work independently on a day-to-day basis, meet critical deadlines, and balance multiple objectives.
- Enter data into standard computer formats and produce correspondence and reports with speed and accuracy sufficient to perform assigned work.
- Operate modern office equipment including computer equipment and software programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from a four-year college or university with major coursework in business or public administration, public policy, economics, city or urban planning, or a related field preferred, and two (2) years of experience in developing and/or administering economic development, or redevelopment projects and programs, preferably in a public agency. Five (5) years of relevant work experience in government may be substituted for the required education.

License:

- Valid California class C driver's license with satisfactory driving record.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.