



ECONOMIC DEVELOPMENT COORDINATOR

AGENCY/DEPARTMENT:

Economic Development/Economic Development

Approved By HR Director: Linda Matthews

Date Approved: 07/11/2005

Date of Last Revision: N/A

Reports to: Economic Development Manager

Supervises: N/A

JOB SUMMARY: Under administrative direction, independently manages departmental programs including business retention and expansion, business attraction, and workforce development initiatives; pursues leads generated by the marketing program; coordinates events including international trade missions, business networking functions, and conferences; and performs other related work as necessary.

DISTINGUISHING CHARACTERISTICS: This class is characterized by its responsibility for administration and coordination of departmental marketing and business development/retention programs. This class is distinguished from the Economic Development Manager by the latter's responsibility for overall program development, implementation, and evaluation. This class is distinguished from the Economic Development Specialist by the latter's focus on program and project support activities, including support for the Economic Development Coordinator.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Coordinates the City's business retention and expansion program mobilizing the Chamber of Commerce Business Development Committee; provides materials and data to Committee in response to inquiries and requests.
2. Liaisons and coordinates with local educational and governmental agencies' workforce development resources to support the growth of Ontario business.
3. Researches, prepares, and monitors grant applications and other alternative funding opportunities.
4. Conducts special studies; performs research and analysis; and prepares recommendations, documents and/or special reports.
5. Serves as ombudsperson to business and property owners and developers regarding City entitlement and permit processing.
6. Coordinates various events including the organizing international trade mission, trade show events, business networking and conferences.
7. Represents the City on various public and private sector committees.

QUALIFICATION GUIDELINES:

ANY COMBINATION OF EDUCATION AND/OR EXPERIENCE THAT PROVIDES THE REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES TO PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION. A TYPICAL COMBINATION INCLUDES:

EDUCATION: Bachelor's degree or equivalent in Business Administration, Marketing, Public Administration or Political Science or closely related field.

EXPERIENCE: 5 years of experience in economic development, real estate, marketing, and/or public relations.

KNOWLEDGE OF:

- Basic operations, services and activities of an economic development program.
- Marketing, public information, and promotional techniques.
- Principals and practices of the operation of local, county and state government agencies.
- Principals and practices of program development and administration.
- Public speaking and written communication skills.
- Public relations concepts and practices.
- Principals and methods of research, analysis, and report presentation.
- Commercial/industrial real estate practices and site selection procedures.
- Applicable federal, state, and local laws, codes, and regulations governing economic development activities.

ABILITY TO:

- Coordinate, implement, and prioritize complex programs and projects while meeting schedules and time lines.
- Interpret and explain City policies and procedures.
- Provide leadership to community organizations.
- Work independently with minimal supervision.
- Research data, conduct surveys and prepare reports.
- Present ideas and concepts persuasively in speaking before groups or writing for publication.
- Operate computer using relevant Internet, word processing, spreadsheet, database, and graphic software.
- Interact and communicate effectively both orally and in writing.
- Exercise tact and diplomacy when dealing with the public.
- Establish, maintain, and foster positive, harmonious and effective working relationships.

LICENSES:

- Valid Class C CA driver license.
- Acceptable driving record at the time of appointment and throughout employment.

DESIRABLE:

- Master's degree or equivalent in Business Administration, Marketing, Public Administration or Political Science or closely related field.
- Economic development experience.

FLSA Exemption Status: Exempt

Employee Unit: # 3, Management

DOT Program Participant: No

Job Family: Economic Development

Class Progression: Economic Development Specialist
Economic Development Coordinator
Economic Development Manager

Date Class Established: July 11, 2005