

ECONOMIC DEVELOPMENT COORDINATOR

MAJOR FUNCTION

This is a professional position providing project management and analytical support of the Sustainable Growth Division. This position will serve as the principal professional and technical individual within an economic development office conducting research and development for activities and operations involving economic development, redevelopment, land development and business development.

ESSENTIAL FUNCTIONS

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

- Evaluates and analyzes EDFIG applications. Performs research and economic ROI analysis for expanding and relocating enterprises.
- Establishes, evaluates and monitors annual performance requirements associated with EDFIG projects. Maintains current project files and issues letters of request for annual reporting.
- Conducts research projects on general geographic areas or on specific sites, prepares financial analysis of project and program costs and benefits, and projects probable costs of various forms of development utilizing the Marion County Fiscal and Economic Impact Analysis Model (MCFEM).
- Maintains variable assumptions in Marion County Fiscal and Economic Impact Analysis Model (MCFEM) based on adopted budgets, impact fee structure and property value data.
- Works with the Sustainable Growth Manager to develop annual program implementation goals, plans and timelines.
- Represents Marion County with educational and local agencies' workforce development initiatives to support the sustainable economic growth and development of the County.
- Develops short and long range economic development plans; gathers, interprets and prepares data for studies, reports and recommendations; coordinates activities with other departments and agencies as needed.
- Prepares and maintains information on utilities, taxes, zoning, transportation, community services, financing tools, etc.; responds to requests for information or economic development purposes; prepares data sheets and other information; responds to county citizens inquiring about County economic development activities and opportunities.
- Evaluates, updates and recommends revisions to County economic development initiatives, Policies and Objectives.
- Conducts technical research studies and prepares statistical reports and recommendations

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for drafting or revising local legislation and plans, projecting trends, monitoring socio-economic data.

- Participates in meetings and public hearings to discuss plans and present the department's recommendations.
- Makes procedural and operational recommendations to the Director.
- Conducts or participates in developing short and long range fiscal, operational and quality improvement strategic plans.
- Completes special projects as assigned.

SECONDARY FUNCTIONS

- Frequently reads and interprets large volumes of written materials, financial data, technical materials, statutes, rules and ordinances.
- Conducts meetings and handles problems involving departmental contracts (within areas of responsibility) with vendors, contractors, consultants, and the public. Some meetings may be held after hours, at night or on weekends.
- Performs other duties as assigned.

CUSTOMER SERVICE

This is a front-line position for providing excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person, email or by phone contact.

SUPERVISION

This position does not have supervisory responsibilities.

EDUCATION, EXPERIENCE, LICENSES, AND CERTIFICATIONS

Education and Experience

Bachelor's degree from an accredited four year college or university in Planning, Public Administration, Business Administration, Economics or related field, three (3) years urban planning experience, progressive economic or community development, business assistance, commercial development and or business retention programs.

Licenses

Possession of a valid Florida driver's license.

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JOB SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the required knowledge, skills, and abilities.

Language Skills

- Ability to read, analyze, and interpret general business and government business periodicals, professional and technical journals, financial reports, and legal documents.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to write reports, business correspondence and procedure manuals.
- Ability to effectively present information and respond to top management, public groups, and/or boards, groups of managers, employees and the general public.

Mathematical Skills

- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of geometry and algebra.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to calculate figures, accounts, projections and trends, such as amortizations, growth projections, expenditure/revenue projections, discounts, interest, commissions and depreciation.

Problem Solving Abilities

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions in written, oral, diagram, or schedule form.
- Ability to interpret complex and detailed technical data in mathematical or diagram form.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to develop policy, programs, plans, or procedures.
- Ability to study work processes to determine most effective methods and essential tasks.
- Ability to develop and analyze complex financial spreadsheets and balance sheets.

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Specialized Skills and Abilities

- Knowledge of the theory, principles and practices of urban planning.
- Knowledge of federal, state, and municipal legislation impacting municipal government planning efforts.
- Knowledge of research techniques and sources of information, current literature and recent developments regarding urban planning.
- Ability to conduct research, analyze and interpret findings, and prepare clear and concise reports.
- Ability to communicate courteously, tactfully, and effectively with government officials, employees, and members of the public. Ability to speak effectively and clearly in public.
- Ability to plan, and organize work. Strong organizational skills, ability to prioritize tasks, analyze data, and meet multiple deadlines.
- Ability to work independently on time sensitive complex issues.
- Ability to express ideas clearly and concisely, both orally and in writing.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

Machines and Equipment

This employee will be required to operate a computer, calculator, telephone, fax machine, copy machine, and other general office equipment in the completion of the tasks of the position.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit, talk or hear and is occasionally required to stand, walk, use hand to finger, handle or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl, taste or smell, and to lift up to 25 pounds. Vision requirements are close, distance, color, peripheral, depth, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this

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job, the employee will occasionally encounter outdoor weather conditions, there will be occasional reaching, stooping, and lifting and traversing on uneven terrain. The typical noise level for this environment is moderate.

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