

**CITY OF GREENBELT, MD
CLASS SPECIFICATION**

CLASS TITLE: Economic Development Coordinator
DEPARTMENT: Administration
REPORTS TO: City Manager

SALARY GRADE: 20
FLSA STATUS: E
DATE: 03/2018

JOB SUMMARY AND DISTINGUISHING FEATURES OF THE WORK:

Coordinates the economic development operations and activities to achieve the goals and objectives of the City of Greenbelt. The work is performed under the direction of the City Manager, but extensive leeway is granted for the exercise of independent judgement and initiative. The nature of the work performed requires that an employee in this position establish and maintain effective working relationships with elected and appointed officials; city staff; business and community groups; developers; county, state and federal officials and the general public.

ESSENTIAL JOB FUNCTIONS:

Provides assistance in the development of short and long term economic and community development plans, as well as gathering information and preparing studies, reports and recommendations to achieve such goals. This involves the preparation and maintenance of information on utilities, taxes, zoning, transportation, community services, financing tools and incentives in order to respond to requests for information for economic development purposes, and coordination with other departments and agencies as needed.

Provides economic development advice and assists in the application and permitting process, and serves as an advocate for economic development in line with the Code for the City of Greenbelt.

Serves as liaison with businesses, professional groups and County and State agencies as the City's Economic Development goals.

Provides information and/or make presentations to City Council, boards, commissions, civic groups, businesses, individuals, and the general public on economic development issues, programs, services and plans.

Maintains an inventory of available buildings and business development sites within the City.

Makes site visits to businesses to support retention and expansion needs.

Maintains strong working relationships with the general public, area businesses, clients, the media, and others having an interest in, or impact on, economic development for the City of Greenbelt.

Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, present and potential programs, and makes suggestions for new or improved ways of addressing such problems.

Attends meetings, conferences, workshops and training sessions to remain current on the principles, practices and new developments in assigned work areas.

Regularly communicates and coordinates with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities.

Serves as a member of various staff committees as assigned.

Willingly and cooperatively accepts other related duties and responsibilities as assigned.

IMPORTANT JOB FUNCTIONS:

Ability to read, analyze, and interpret common scientific 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 effectively present information to top management, public groups, and/or boards of directors.

Ability to calculate figures and amounts such as proportions, percentages, area, circumferences and volume. Ability to

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apply concepts of basic algebra and geometry to practical situations, including reports and analysis.

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form.

Ability to maintain and expand the City's on-line business tool kit.

Ability to identify and prepare grant proposals and applications.

MATERIAL AND EQUIPMENT USED:

Computer General Office Equipment Automobile Mobile Telephone

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree from an accredited college or university in urban planning, marketing, economic development, public administration or other related field and at least 5 years' experience in economic development, project management, strategic marketing or business management involved in planning, preparing and implementing proposals and project budgets or any equivalent combination of education and experience which meets the requirements of the duties and responsibilities.

Licenses and Certifications:

Designation as a Certified Economic Developer (CED), Economic Development Finance Professional (EDFP), or equivalent desired.

Valid Driver's License

KNOWLEDGE, SKILLS, AND ABILITIES:

Comprehensive knowledge of effective principles, practices, methods, and techniques of municipal economic development programming and administration.

Ability to work collaboratively and build consensus around economic development initiatives.

Knowledgeable in economic development tools including but not limited to, Tax Increment Financing (TIF), tax abatement and State and County economic incentive/assistance programs.

Comprehensive knowledge of business concerns, needs, practices, and markets and relocation needs and initiatives.

Thorough knowledge of the techniques and principles of public relations, external community image building, and marketing.

Knowledge of the City's goals, plans and needs for improvement of the economic base.

Thorough knowledge of applicable federal, state and local laws, codes, and regulations governing urban economic development.

Thorough knowledge of and ability to prepare budgets and provide fiscal analysis of proposals.

Skill and ability in public speaking to make effective presentations to a variety of audiences.

Skill and ability in developing long and short-range plans and programs.

Ability to prepare and present accurate, logical, and reliable oral and written reports, recommendations and presentations following necessary research and analysis.

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Ability to represent the department and the City in a professional manner.

Ability to interact professionally and cooperatively and establish and maintain effective working relationships with City officials and managers, local, regional, state, and federal officials, private sector executives and business representatives, developers, associates, the general public, and all those encountered in the course of work.

Ability to work collaboratively and build consensus around economic development initiatives.

Knowledgeable in economic development tools including but not limited to, Tax Increment Financing (TIF), tax abatement and State and County economic incentive/assistance programs.

Working Conditions:

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.

The incumbent's working conditions are typically quiet.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.