



MONTGOMERY COUNTY
 Department of Human Resources
 451 West Third Street, 9th Floor
 Dayton, OH 45422

<http://www.mcoho.org>

**INVITES APPLICATIONS FOR THE POSITION OF:
 Community & Economic Development Specialist II - PCN:18000247**

An Equal Opportunity Employer

SALARY

\$19.99 - \$24.50 Hourly

OPENING DATE: 07/12/19

CLOSING DATE: 08/01/19 11:59 PM

CLASS CONCEPT:

Specialized professional level in community & economic development occupation under general supervision of CED Operations Manager and/or the Economic Development and Planning Manager requiring considerable knowledge of advanced federal policies and rules and the methods and requirements of community/economic development planning and development programs and services in order to administer complex assignments and perform coordination, planning and analysis, and administration of projects funded by Montgomery County as outlined in rank 1 job duties 50% of the time and also must perform rank 2 and rank 3 job duties.

JOB DUTIES

Administers complex assignments (e.g., lead-based paint program, economic development projects), enters business intelligence into customer relationship management software; enters and retrieves building and site inventory database for business attraction and for retention & expansion, performs required regulatory and or business retention and attraction activity functions (e.g., environmental reviews, acquisitions and relocations, labor standard compliance, historic preservation, marketing, business roundtables and walks), manages more sophisticated projects involving significant interface with political subdivision staff, consultants, businesses and residents of target neighborhoods, coordinates all facets of projects (e.g., infrastructure, housing, environmental review, contract compliance, acquisition and relocation, financial and non-financial management systems) including consultant selection, bidding, construction management and labor standard compliance, negotiates and develops contracts, work programs, budgets and timetables, monitors sub-recipient projects on-site to ensure fiscal, regulatory and program accountability, operates motor vehicle to visit project sites, provides program guidance and technical assistance, coordinates with others to ensure compliance with all programs, processes timely payment to sub-recipients, maintains overall record-keeping on assigned projects, evaluates programs to determine if goals are met, identifies grant opportunities to support department activities, with assistance of staff and other agencies.

Conducts planning, implementation and monitoring activities associated with the planning efforts of the division including the funding processes, researches, analyzes and prepares required reports, coordinates with other agencies to develop strategies, monitors and identifies resources to implement plans, maintains contact with related agencies, conducts industry research and analysis, assists in developing and implementing new projects and approaches, assists in the development of staff recommendations to county officials, participates in departmental long- and short- range planning, performs cost-benefit analysis for retention and attraction projects, and identifies relevant incentive programs.

Undertakes business attraction and retention activities utilizing Executive Pulse or other customer relationship software, through the proper documenting of business visits, journal entries, and referrals to resource partners. Assists in preparation of performance reports as it relates to CED programs, monitors compliance on federal programs and assists sub-grantees with implementation of projects. Meets with business and community groups to discuss projects, gain community support and cooperation, and when necessary, acts as representative of department with local governments. Assists in marketing of the Business First! program and other department activities with County staff and other agencies via print, video, social media and other mediums.

(Performs Related Duties As Required)

MINIMUM CLASS REQUIREMENTS

Must have current valid Ohio driver's license with acceptable driving record. Bachelor's Degree and two (2) years related experience in economic development, community development and

planning & project management; OR administration in community planning or public administration or urban studies and four (4) years related experience in economic development, community development and planning & project management.

- OR alternative, equivalent evidence of the Minimum Class Requirements.

TRAINING & DEVELOPMENT

Must maintain licensure.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.mcoho.org>

OR

451 West Third Street, 9th Floor
Dayton, OH 45422

Job #03533
COMMUNITY & ECONOMIC DEVELOPMENT SPECIALIST II -
PCN:18000247
SW

Community & Economic Development Specialist II - PCN:18000247 Supplemental Questionnaire

* 1. Do you possess a valid driver's license with an acceptable driving record and can you show proof of current insurance?

Yes No

* 2. What is the highest level of education you have completed?

- High School Diploma/G.E.D.
 Associate's Degree/Trade School Certification
 Bachelor's Degree
 Master's Degree or Higher
 None of the Above

3. How much work experience do you have with economic development, community development and planning & project management?

- None
 Less than 2 years
 More than 2 years, less than 4 years
 More than 4 years, less than 5 years
 More than 5 years

4. How much work experience do you have with administration or community planning or public administration or urban studies?

- None
 Less than 2 years
 More than 2 years, less than 4 years
 More than 4 years, less than 5 years
 More than 5 years

5. What software programs are you proficient using? Check all that apply:

- Access
 Excel
 Power Point
 Word
 Customer Relationship Management (CRM) Software
 None of the above

6. Do you have or are you actively pursuing an Economic Development Certification?

Yes No

* Required Question