



COORDINATOR – ECONOMIC DEVELOPMENT

DEPARTMENT: PLANNING AND DEVELOPMENT

DIVISION: ECONOMIC DEVELOPMENT

SUPERVISION RECEIVED: Works under the supervision of the Director of Planning and Development.

SUPERVISION EXERCISED: May exercise supervision over Planning Department staff, on an individual project basis.

POSITION CLASSIFICATIONS: The position of Coordinator-Economic Development in the City of Stow is unclassified by the Stow Municipal Civil Service Commission, is Exempt under the Fair Labor Standards Act and is not included in a collective bargaining agreement.

PURPOSE: Responsible for assisting the Planning Director in the implementation of economic development plans, programs and services.

ESSENTIAL FUNCTIONS:

1. Coordinate Stow's the economic development incentive programs including but not limited to the Community Reinvestment Area (CRA), Income Tax Sharing and Business Retention and negotiate these proposals with business owners, developers, school officials and other government officials.
2. Conduct the annual Tax Incentive Review Committee (TIRC) and submit required reports to the State and other appropriate agencies.
3. Coordinate and conduct an on-going program of business retention calls to Stow industries.
4. Maintain a database of information of Stow companies through onsite business retention and expansion calls and other independent research on Stow industries.
5. Establish and maintain regular communication with industrial and commercial brokers, realtors, developers and other economic development coordinators on available properties. Provide prompt response to leads generated by the Ohio Department of Development
6. Serve as a liaison between the local government and the chamber of commerce, merchants' associations, economic development districts, redevelopment

districts, port authorities and other public, private or nonprofit groups and associations interested in economic development.

7. Meet with, and present proposals to high level County, State and Federal officials in order to secure funding for economic development projects.
8. Maintain active, participating memberships with regional development organizations.
9. Provide technical and professional advice; make presentations to other staff, boards, commissions, civic groups and the general public. Provide information on economic development issues, programs, services and plans.
10. Respond to local citizens inquiring about local economic development activities and opportunities.
11. Prepare a variety of studies, reports and related information for decision-making purposes; prepare planning reports and supporting data, including recommendations.
12. Monitor local, state and Federal legislation and regulations relating to economic development and report findings, trends and recommendations to the Director.
13. Assist in the implementation, and periodic updates of the Economic Development Plan, as well as perform various technical duties associated with the implementation and updating of the Economic Development Plan.
14. Provide staff support to the Planning Commission, City Council, various staff committees, or other agencies, as needed and assigned.
15. Prepare written articles, graphics, charts, tables, etc., in a camera-ready format for publication in newsletters, marketing materials, etc.
16. Assist in the preparation, writing, and administering of grant applications related to economic development.
17. Attend professional development workshops and conferences to keep abreast of trends and developments in the field of municipal planning.
18. Compliance with all City of Stow city-wide and departmental policies, work rules and procedures.
19. Perform other duties related to those of the position and/or resulting from the needs of the organization.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them if the work is similar, related or a logical assignment to the position.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

1. Considerable knowledge of the theory, principles and techniques of the

economic development profession

2. Considerable knowledge of public administration and business management principles and practices
3. Considerable knowledge of the methods and techniques of research and analysis
4. Knowledge of the principles of budgeting and finance
5. Knowledge of real estate terminology, laws, practices, principles, and regulations
6. Knowledge of computer applications including Microsoft Office, database management and Internet applications
7. Knowledge of GIS programs

Skill In:

1. Excellent interpersonal skills for establishing and maintaining effective working relationships
2. Effective and persuasive leadership comfortable with all levels of staff, appointed and elected officials, public stakeholders and others
3. Proven management skills and ability to manage day-to-day operations
4. Strong written and oral communication skills, including the editing, oversight or preparation of technical reports
5. Public presentation skills including ability to present technical information in an understandable manner to citizens, non-technical professionals, officials, and deliberative boards, commissions, and legislative bodies.
6. Strong interpersonal and public relations skills to work effectively with various officials, staff, citizens and other customers
7. Strong organizational skills
8. Ability to understand and manage high-profile, sensitive or controversial political situations
9. Strong problem-solving and negotiation skills
10. Ability to exercise sound and independent judgment within general policy guidelines

Ability to:

1. Conduct self at all times in an ethical, professional and respectful manner.
2. Establish and maintain cooperative and effective working relationships with citizens and stakeholders, both internal and external.

3. Foster meaningful discussion with the public and create effective forums for public input while moving the Department's programs forward.
4. Work on several projects or issues simultaneously without compromising quality of work.
5. Quickly grasp and manage highly complex and technical issues in a fast-paced environment and in a context of inter-related and sometimes conflicting stakeholder and governmental requirements.
6. Interpret, explain, and apply complex guidelines, codes, regulations, policies and procedures.
7. Articulate the Department's goals and work in an understandable and appropriate manner for the particular audience or individual;
8. Work independently but under general policy and strategic guidance.
9. Maintain consistent and punctual attendance.

QUALIFICATIONS:

1. Must have graduated from an accredited four-year college or university with a degree in urban planning, business or public administration, economics, marketing, finance, or a closely related field and possess a minimum of 3 years related experience
2. Must possess considerable knowledge of the following: business development; economic development; municipal zoning and infrastructure; and planning programs and processes.
3. Must possess skill in the operation of the listed tools and equipment.
4. Must have the ability to establish effective working relationships and communicate effectively, both orally and in writing, with City employees and officials and the general public.
5. Must possess and maintain a valid State of Ohio Driver's License throughout the term of employment.

TOOLS AND EQUIPMENT: Tools and equipment used in the performance of this position include, but are not limited to, the following: personal computer, including word processing, database development, digital media manipulation, e-mail and spreadsheet programs; motor vehicle; calculator, telephone, copy machine and fax machine. Use of personal automobile will be required when City vehicle is not available.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk, use hands and fingers to handle and operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, or airborne particles.

The noise level in the work environment is usually quiet; however, when involved in construction environment, noise level may be loud.