

Position Description

Ordinance Position Title:	Economic Development Administrator	Employee Type: Full-Time (40-hr week)
Working Title:	Economic Development Administrator (Destination & Small Business Development)	DEPT: Development
Job Code:		Ord/Contract: Unclassified
Reports To:	Director of Economic Development	FLSA Status: Exempt
Revision Date:	08.04.2025	Civil Service Type: Unclassified

General Description:

Under the direction of the Department Director, facilitates and collaborates on economic development related activities as it relates to key small business growth, retention and attraction. Provides business assistance and technical support for the expansion, recruitment, and retention needs of large and small local businesses. Facilitates placemaking strategies for Priority Development Areas and builds capacity among stakeholder groups.

Essential Functions of Work:

- Collaborates with stakeholders to implement the City's placemaking strategy.
- Implements elements of the City's Economic Development Strategy, including marketing, stakeholder engagement, and project planning.
- Promotes the City's development plans and disseminates information to the public through various communication channels. Assists with the supervision and coordination of interns and consultants engaged in economic development or placemaking projects.
- Develops and implements annual action plans that integrate goals for small business support, identity and vibrancy, beautification, and visitor experience.
- Develops and delivers public education campaigns to increase awareness and appreciation of Creekside and other Priority Development Area assets.
- Builds and maintains strong relationships with local businesses, property owners, developers, and regional partners.
- Assists in beautification and placemaking initiatives to improve community vibrancy and enhance the visitor experience.
- Advises merchant organizations and community groups on activities, events, and strategic initiatives aligned with Priority Development Area (PDA) goals.
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- Represents the City at meetings, speaking engagements, media interviews, and public forums to promote economic and placemaking efforts. May serve on community boards to represent the City.
- Conducts GRAB (Gahanna Recognizing Area Businesses) visits, develops leads, enters CRM data, and responds to partner requests for information (e.g., JobsOhio, realtors).
- Prepares annual summary reports and represents the City on economic development boards and committees, including the Chamber of Commerce and Visit Gahanna.
- Leads joint promotional and retail events, such as seasonal festivals and marketing campaigns, in partnership with local organizations and media.
- Encourages design excellence and branding consistency to elevate the quality and visibility of promotional materials and physical improvements by collaborating with Marketing and Communications.
- Facilitates cross-sector collaboration and fosters a cooperative environment between public officials, businesses, and civic organizations.
- Provides guidance on financial mechanisms and incentive programs such as small business resources, façade grants, revolving loan funds, and improvement districts.

- Coordinates grant application development and funding strategies to support redevelopment and revitalization projects.
- Assists with the supervision and coordination of interns and consultants engaged in economic development or placemaking projects.
- Develops and implements annual action plans that integrate goals for small business support, identity and vibrancy, beautification, and visitor experience.
- Promotes the City's development plans and disseminates information to the public through various communication channels.

Important Functions

- Attends public meetings as instructed.
- Prepares reports for key stakeholder events and assists with event planning such as: State of the City, Economic Development Day, Chamber/ Visit Gahanna Annual Meeting, CIC, etc.
- May serve as backup for other positions within the department.
- Performs other related duties as assigned.

Minimum Qualifications

Any combination of education, training, and experience that provides the required knowledge, skills, and abilities to perform the essential functions of the job. A typical way to qualify is three (3) years of progressively responsible experience and a bachelor's degree from an accredited four-year college or university in Business Administration, Economic Development, Public Policy, or related field.

Licensure or Certification Requirements

- a. Ohio Economic Development Association OEDI Certification, AICP, or similar certification is preferred.
- b. Current and valid Ohio driver's license with an acceptable driver's abstract to meet criteria for insurability established by the City of Gahanna.

Knowledge, Skills and Abilities

Knowledge of:

- Philosophies, principles, practices, and techniques of development and placemaking as they pertain to the economic development of communities, and overall business retention, expansion, and recruitment.
- Various codes and regulations pertaining to economic development.
- Business incentive programs, urban redevelopment, and economic development.
- Research methodology and standard statistical procedures.
- Computers and various software programs including limited use of GIS, publication creation, on-line survey, and customer relationship management (CRM) software.
- Strong understanding of basic economic development finance & accounting.
- Small business development growth strategies.
- Department organization, standard operating guidelines and policies, rules, and regulations.
- Best practices of non-profit economic development related organizations.

Skill in:

- Advanced project management skills.
- Advanced group coordination and project team leadership.
- Advanced research and organizational methods.
- Communicating orally and in writing with internal staff, citizens, and other departmental staff to give and receive information in a courteous manner.
- Operating and maintaining all assigned equipment required to perform the essential functions of the job.
- Strong teamwork and collaboration skills.
- Maintains positive relations with all people and entities involved with the priority development area; develops strategies and leadership for building from the community's human and economic resources.

- Applying logical thinking to solve problems or accomplish tasks; to understand, interpret, and communicate complicated policies, procedures, and protocols.
- Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with minimal direction.

Ability to: (Mental and Physical Abilities)

- Ability to perform effectively in a fast-paced, results-oriented organizational culture marked by high expectation levels, deadlines, time constraints, and the accompanying pressures inherent to such an environment. Ability to: (Mental and Physical Abilities)
- Establish and maintain effective working relationships with fellow employees, city officials, other government agencies, and the public.
- While performing the essential functions of this job the employee is frequently required to stand; walk; sit; use hands to finger, handle, feel, or keyboard; speak and hear; lift and/or move up to 20 pounds.
- Ability to constantly operate a computer and other office machinery, such as a copier, mobile device, shredder, scanner, etc.
- Must be able to remain in stationary position at workstation throughout scheduled workday.
- Regular attendance, as governed by and in accordance with applicable rules, regulations, procedures, and laws, is regarded as an essential requirement of this classification.

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 moderately quiet.

Employee Acknowledgement and Receipt

I confirm that I have received a copy of this job description and understand the requirements, essential functions and duties of the position.

Print Employee Name

Employee Signature

____/____/____
Date