

# ***CITY OF WORTHINGTON***

## **POSITION DESCRIPTION**

**POSITION TITLE:** Management Assistant – Economic Development

**CLASS:** 267

**Department:** Administration

Title Originated: 2025

**Date:** September 15, 2025

**Reports To:** City Manager/Assistant City Manager

**FLSA Status:** Non-Exempt

### **General Statement of Duties**

Under the direction of the City Manager and Assistant City Manager, this position supports the City's economic development efforts, provides management support and administrative duties for the City Manager's Office, various City departments, and City Council as needed. The Management Assistant – Economic Development will oversee various economic development projects and initiatives as assigned by the City Manager or Assistant City Manager and will perform a variety of technical and routine administrative duties requiring a broad working knowledge of local government, economic development, planning, and community programs and procedures.

### **Essential Functions of the Position:**

Assists with the management of the City's economic development efforts, to include supporting the maintenance of the business retention and expansion directory, assisting with new and existing programs and activities, and project support, as needed.

In coordination with the City Manager and Assistant City Manager, formulates, negotiates and implements economic development tools such as tax increment financing, community reinvestment areas, and Worthington's Venture Grant program. Prepares annual tax abatement reports and other documentation associated with the City's business incentive programs.

Proposes strategies to achieve goals and objectives for economic development to the City Manager and Assistant City Manager. Implements strategies identified in the City's economic development plan, Comprehensive Plan and other strategic documents.

Assists in the development of 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.

Develops and maintains economic development information systems. Assists with marketing the community to attract and retain businesses.

Provides information on economic development issues, programs, services, and plans and responds to requests for information for economic development purposes.

Makes presentations to boards, commissions, City Council, civic groups and the general public.

Establishes and maintains relationships with Worthington businesses, developers, property owners and commercial real estate professionals to determine needs, identify and create opportunities for development/redevelopment, and to increase their familiarity with and interest in Worthington.

Responsible for establishing, maintaining and coordinating a working relationship with federal, state, county and regional agencies involved in economic development and workforce education and training.

Prepares and maintains a list of local resources to assist businesses in finding training programs for employees, financing, developing marketing plans, locating business services.

Supports the Worthington Community Improvement Corporation, including administrative support and monthly meeting material preparation.

Engages in the development and implementation of Joint Economic Development Districts (JEDDs) as opportunities arise. Represents the City on established JEDD Boards

Coordinates and manages professional service contracts, as assigned.

Works with the City Manager and Assistant City Manager to advance the plans and priorities of the City Council.

Assists with the management and oversight of various special projects, including research, analysis and recommendations as assigned by the City Manager or Assistant City Manager.

Prepares correspondence, memos, reports, resolutions, ordinances, and complaint responses with general supervision.

Works with City officials and staff to support various board and commissions. Attends meetings and takes notes/minutes for City Boards and Commissions, as needed.

Coordinates and oversees the records and records management procedures of the economic development office. Provides written, electronic, and graphical communications support to various departments, as necessary.

Responds to inquiries from other City personnel and the public at large, and refers, when necessary, to appropriate persons.

Performs other related duties as assigned.

## **Knowledge, Skills and Abilities**

Basic knowledge of business development, economic development, municipal zoning and infrastructure, and planning programs and processes.

Understanding of the operations of local and state government as they apply to economic development.

Ability to exercise initiative and independent judgment.

Experience with office practices and procedures, basic bookkeeping, and business.

Ability to track and meet deadlines.

Ability to develop and maintain effective relationships with business representatives, public officials, City staff and the public at large.

Possess the ability to analyze complex public policy issues and manage diverse administrative projects.

Ability to conduct research and analyze information related to essential functions of position.

Possess the ability to meet business representatives and the public and discuss problems and complaints tactfully, courteously, and effectively.

Ability to operate modern office equipment including multi-line telephone system, computer equipment, software applications, word processing, spreadsheet, and desktop publishing software

Ability to work some flexible hours including evenings and weekends, as necessary.

Regular and predictable attendance.

### **Minimum Requirements of the Position**

Possession of a bachelor's degree in public administration, business, economics, marketing, finance, urban planning, political science or a related field, Masters Degree preferred. Experience with economic or community development within local government preferred.

The 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.

This job description does not list all of the duties or functions of the job. The individual in this position may be asked by supervisors to perform other duties. The City has the right to revise this job description at any time.

Adopted by Resolution No. 33 -2025; Effective 9/15/25