

CITY OF TAFT

CLASS TITLE: COMMUNITY AND BUSINESS DEVELOPMENT COORDINATOR

Salary Range 49.9

BASIC FUNCTION:

\$2169.91-\$2637.54 Bi-weekly

This is a management classification responsible for the organizational component(s) and programs/functions related to Community and Economic Development and allied functions. This position is responsible for the development, implementation and administration of activities related to economic stimulus and community development including coordination with appropriate state and local officials, developers, and the public. In addition, this position provides administrative support to the City Manager and City Clerk, and performs a variety of professional and para-professional administrative assignments.

The incumbent is expected to demonstrate professional competence while working as a team member and exercises independent judgment in a variety of confidential and sensitive areas and performs other job related work as required.

This position is designated as exempt under the Fair Labor Standards Act (FLSA).

REPORTS TO:

City Manager or Designee

SUPERVISES:

May provide lead direction to para-professional, technical, clerical staff or interns.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Facilitate the retention, expansion and recruitment of businesses in the Community.
- Coordinate inter-departmental efforts in marketing benefits, operations and programs, including maintaining regularly updating the inventory of available commercial property.
- Communicate with business owners, development agents and business associations to promote appropriate development strategies.
- Act as primary liaison with other city departments, regional state agencies, and local organization on matters relating to economic stimulus and business development.
- Establish goals and objectives for the program that meet the needs of the business community to achieve increased job opportunity and economic benefits.
- Coordinate special promotional events and implement improved public knowledge to targeted audience regarding local industrial and commercial opportunities.
- Develop and implement a business networking and reporting system that coordinates among property owners, real estate development agents, city and county management personnel, and those who can improve future economic and development interests.

- Coordinate a response team representing financing, job development, counseling, site location, construction, and CPAs to respond to needs of existing or proposed businesses.
- Work in correlation with City and County departments in project review, permitting, tentative maps, and related
- Respond to inquiries regarding development projects, meet with contractors, investors and interested parties.
- Analyze and develop appropriate strategies that consider political interests, budgetary limits, funding opportunities, regulatory issues and related concerns.
- Explain City recommendations and application processes to the community and applicants.
- Acts as technical liaison to state and local agencies as requested.
- Attend professional development workshops and conferences to keep abreast of trends and developments in the field.
- Make presentations before various groups, including City Council, commissions, boards, committees, task forces, and on and off-site public meetings and participates in community events.
- Answer questions and provide information to the public, other City departments, and other agencies; recommends and coordinates corrective actions; investigates, reports, documents and resolves complaints.
- Builds and maintains respectful, positive working relationships with staff, supervisors, outside agencies and the public and provides effective conflict resolution, as needed.
- Attends assigned meetings and training and conferences; interacts with outside agencies and commissions; participates in teams, or committees, or associations, as needed.
- Meet with property owners and their agents to proactively develop strategies that maximize economic benefit and job opportunities in the community.
- Perform a variety of administrative support duties and functions including developing agendas, and minutes and attending City Council or committee meeting.
- Maintain a variety of work related files and records.
- Prepare, process, and file a variety of reports and correspondence.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Federal, State and local codes and ordinances pertaining to zoning and land use ; sales and use tax credits, business expense deductions, net operating loss carryover, net interest deduction for lenders, hiring tax credits, lending sources for major loans, and gap financing.
- Effective management and marketing techniques

- Statistical concepts and methods
- Principles of local government organization and administration
- Modern office procedures, and methods including computer equipment, word processing, spread sheet, data base, graphic presentations and other needed specialized software applications, and internet and electronic communication usage and methods.
- Principles of effective public speaking, conflict resolution and excellent customer service.
- Principles of budget preparation and expenditure control.

Ability to:

- Read, interpret, and apply laws, codes, and ordinances.
- Read and interpret legal descriptions, plans, diagrams, and specifications.
- Prepare maps, sketches, charts, and graphs for displays at public meetings.
- Develop and write clear and concise reports
- Identify problem areas of situations, analyze the cause and potential alternate solutions, isolate problem caused and take appropriate action to resolve identified problems.
- Perform operations such as application processing, conduction of surveys, research, and development of documents.
- Effectively communicate orally and in writing with developers, owners, supervisors, employees, and the general public.
- Be perceptive and innovative in the prediction and recognition of trends and problems and in the analysis and development of solutions to problems.
- Understand and communicate State and Federal regulations, laws, codes, policies.
- Plan, initiate, and manage complete complex and multiple simultaneous work assignments; set priorities and organize work to meet deadlines.
- Work with and control sensitive and confidential information.
- Establish and maintain respectful, effective and cooperative working relationships with those contacted in the course of work.
- Develop a budget and control expenditures.
- Effectively represent the City in contacts with the public, community organizations, and other government agencies.
- Reason, communicate, and persuade clearly, concisely, and effectively through speech, written reports, and graphic illustrations.
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DESIRED MINIMUM QUALIFICATIONS:

Any combination of experience and education that would be likely to provide the required knowledge, skills, and abilities could be qualifying, as determined by the City. A typical way would be:

EDUCATION AND EXPERIENCE:

Education: An Associate's degree from an accredited community college with major course work in Economics, Business Administration, Political Science, Planning, Marketing, or closely related field. Professional or para-professional administrative experience may substitute for the education on a year for year basis.

Experience: One (1) year of increasingly responsible professional experience in economic development, business, planning, real estate, small business development, municipal administration or related field.

License:

Must possess and maintain a valid California Class C Driver's license.

TOOLS AND EQUIPMENT USED

Desktop computers, including word processing applications; scanners, plotters; motor vehicle; calculator; phone; and copy and fax machine.

PHYSICAL DEMANDS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various parcels and development sites and meeting with potential business owners. Hand-eye-coordination is necessary to operate computers and various pieces of office and field equipment.

While performing the duties of this job, the employee is occasionally required to stand or sit; walk; use hands to ginger, handle, feel or 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; talk or hear.

The employee must occasionally lift and/or move up to 10 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.