



Job Title: <u>Economic Development Coordinator</u>		Job Number: 4355
Job Classification: <u>Professional / Technical</u>		
Reports to: Economic Development Manager	Department: Economic Development	Pay Grade: 123 Exempt

**PRIMARY DUTY:** Under general supervision, coordinates, develops and manages Economic Development (ED) incentives and services to organizations that invest resources to increase the local property tax base, create jobs, stimulate tourism and contribute to the general wellbeing of the community, and serves as the primary liaison to Waco’s neighborhood associations.

**ESSENTIAL FUNCTIONS:** *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge and skills. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Coordinates and facilitates Economic Development (ED) program activities to achieve the City’s economic development strategies; assures the program activities meet City Council goals, objectives and directives.
- Assists in planning and organizing Economic Development activities to expand the tax base, encourage creation of jobs, promote tourism, improve the quality of life and facilitate a self-sustaining economy for the City; assists in developing plans to attract, assist and retain a diversified mix of businesses and public/private partnerships.
- Assist the public with development matters and concerns; communicate development policies and ordinance requirements to citizens and the development community through pre-development meetings and public inquiries (by phone, email, or with direct citizen contact).
- Assists with the preparation of formal and technical reports, working papers, presentations, and correspondence.
- Reviews ED activities and develops recommendations for program goals, services and projects; evaluates and facilitates compliance to local, state and federal requirements and prepares reports; coordinates ED meetings and agendas.
- Assists with contract development; manages contracts and evaluates compliance with contract requirements; evaluates expenditures and monitors payments.
- Implements plans to attract and create base industry jobs, enhance business atmosphere to retain existing business base and market City of Waco to the business communities.
- Provides information and referrals on economic development programs, processes and services.
- Coordinates with community organizations, regional agencies, businesses and non-profit organizations.
- Analyzes information, evaluates trends and assures ED issues are properly addressed and resolved – this will include researching other city and economic development efforts and best practices and compiling that information for use by the department in refining or creating new programs
- Supports the relationship between the City of Waco and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors and City staff; maintains confidentiality of sensitive economic development issues, work-related issues and City information; performs other duties as required or assigned.
- Acts as primary liaison between neighborhood association, city departments and outside organizations to improve communications, encourage collaboration and facilitate positive processes and initiatives in the community.
- Driving is essential.

**KNOWLEDGE AND SKILLS:**

**Knowledge:**

- City organization, operations, policies and procedures.

- Economic development principles, practices and implementation methods, including business development, redevelopment, marketing and local government financial incentives for business and economic development projects.
- City, state and federal statutes, rules, codes and regulations relating to economic development.
- Local community issues and regional community resources available to citizens.
- Principles of record keeping, records management and contract management.
- Economic development program planning and evaluation principles.

**Skill in:**

- Analyzing and interpreting business development issues, evaluating alternatives and making logical recommendations based on findings.
- Analyzing City needs and prioritizing and promoting ED programs to meet development strategies.
- Analyzing and evaluating economic development issues and developing programs and services to meet strategic goals.
- Implementing and coordinating plans, programs and incentives for the acquisition and retention of industry and business in the community.
- Using initiative and independent judgment within established procedural guidelines.
- Establishing and maintaining cooperative working relationships with City employees, other economic development agencies, businesses, neighborhood associations, non-profit organization and the general public.
- Computer equipment including word processing, database, and spreadsheet applications, competent ability with Excel is required.
- Communicating effectively verbally and in writing.

**MINIMUM QUALIFICATIONS:**

Bachelor's degree in Urban Planning, Marketing, Business or Public Administration, or related field is required; AND two years' experience in Economic Development programs; OR an equivalent combination of education and experience.

**LICENSE AND CERTIFICATION:**

- Must possess a valid Texas Driver's License.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

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.

- The physical activities of this position include:
  - Balancing - Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces.
  - Reaching - Extending hand(s) and arm(s) in any direction.
  - Walking - Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
  - Pushing - Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
  - Pulling - Using upper extremities to exert force in order to drag, haul or tug objects in a sustained motion.
  - Lifting - Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
  - Finger Dexterity - Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
  - Grasping - Applying pressure to an object with the fingers and palm.
  - Feeling - Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.

- Talking - Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Hearing - Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication and to make the discriminations in sound.
- Repetitive motion - Substantial movements (motions) of the wrists, hands and/or fingers.
- The physical requirements of this position:
  - Sedentary work. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time.
- The visual acuity requirements including color, depth perception and field vision:
  - The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading.
- The conditions the worker will be subject to in this position:
  - Work is performed primarily in an office setting or well-lit, temperature-controlled working environment; occasional travel from site to site.

This job description is not intended to be construed as an exhaustive list of responsibilities, duties and skills required. City management has exclusive rights to alter this job description at any time without notice.

Employees will be required to follow any other job related instructions and to perform any other job related duties requested by any person authorized to give instructions or assignments.

This document does not create an employment contract, implied or otherwise, other than an 'at-will' relationship.

### **Job Description Acknowledgement**

I verify that I have received a copy of my job description by the signature below. As an employee of the City of Waco, I understand the duties and responsibilities assigned to me. Furthermore, I understand that the duties listed above are guidelines and will change over time, as necessary. From time to time, I understand that I may be asked to perform duties and handle responsibilities that are not specifically addressed in my job description.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Printed Name

\_\_\_\_\_  
Employee Identification Number