

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 223

ECONOMIC DEVELOPMENT COORDINATOR

GENERAL

This is high level advanced professional work performing a wide range of business and economic development tasks. Work is performed under administrative direction of the Planning Director.

EXAMPLES OF ESSENTIAL DUTIES

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Develops economic development goals and objectives and assists in implementing economically advantageous commercial projects.

Prepares and presents reports of economic development projects.

Conducts business and industry studies, assessing economic impact of business relocations, planning business recruitment strategies, marketing and attraction programs, and coordinating job growth and training incentive programs.

Exercises substantial independent judgement and decisions making in planning and carrying out assignments. Supervision is received through conferences with an administrative superior and by adherence to established positions and procedures. Work is reviewed through conference, reports and program achievements.

Coordinates a variety of activities related to business development, expansion and retention.

Researches and develops long term objectives, strategies and approaches to urban redevelopment and revitalization, business incentives and economic impact.

Assists in the implementation of economic development plans, initiatives and grant projects.

Serves as staff liaison to the Pompano Beach Economic Development Council providing assistance to facilitate efficient business/City/County relationships.

Monitors, evaluates and amends goals and action programs in the work plan to achieve stated objectives.

Conducts meetings/workshops with the business community; prepares and presents economic development plans and information.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of economic development principles, practices and procedures. Thorough knowledge of federal and state programs available for economic development. Knowledge of financial analysis, negotiations, project management, and proposal or grant writing. Knowledge of urban planning and redevelopment. Ability to communicate effectively both orally and in writing. Ability to work independently, organize and execute assignments with minimum supervision. Ability to conduct research, analyze data, prepare and maintain reports and distribute information. Ability to establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation. Skill in the operation of a computer, utilizing appropriate software for the preparation of data.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major course work in business or public administration, economics, urban planning, law, or related fields; thorough experience in urban planning, community development or marketing; or any equivalent combination of training and experience.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling.

SPECIAL REQUIREMENTS

Possession of a valid, appropriate driver's license and an acceptable driving record.

Rev. 5/99

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.