

## **CITY OF IRWINDALE**

### **ECONOMIC DEVELOPMENT COORDINATOR**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

#### **SUMMARY DESCRIPTION**

Under general direction, oversees and coordinates the City's Economic Development and Business Support Services Division; performs a full range of varied and responsible professional and technical duties involving research, design, implementation and monitoring of programs encouraging economic development; participate and coordinate a variety of economic and community development activities relating to business attraction, expansion, retention and development; coordinates and oversees the operations of the business license program; may provide supervision to assigned clerical/administrative staff; coordinates assigned activities with other departments, divisions, outside agencies, the general public; and performs a variety of professional level duties relative to assigned area of responsibilities.

#### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Plans, organizes, and coordinates economic development and business attraction, expansion, and retention projects; develops and implements programs to stimulate commercial and industrial development in the City.
2. Develops, implements, and coordinates targeted marketing strategies for business attraction, retention, and development programs; provides input into the design, development, and production of marketing tools for professional publication; works to develop and/or prepare City ads and written narrative for publication; coordinates and monitors city website and related social media for division.
3. Serves as liaison and facilitates communication amongst City departments, community groups, developers, business owners/operators, and outside agencies regarding community-wide economic development initiatives;
4. Serves as liaison to businesses, property owners, and developers regarding City entitlement and permit processing.
5. Coordinates and conducts public meetings and project presentations to interested businesses, groups and individuals; participates in public relations tasks and special campaign projects.
6. Collects, compiles and analyzes information for dissemination to potential business clients, including economic, statistical, financial, population, growth, demographic and other information.
7. Performs a full range of complex duties in support of administrative functions and areas; prepares and presents staff reports and other necessary correspondence; assists in the research for policies, analyzes, and recommends changes and improvements to existing municipal codes and ordinances.
8. Researches, analyzes, and prepares a variety of studies and reports on economic development including labor market trends; evaluates and responds to request for proposals; prepares and evaluates contracts, and scope of work for economic feasibility; negotiates, prepares, and administers contracts and agreements.
9. Develops, implements, and tracks economic development efforts to maximize the efficiency and effectiveness of the City's economic development program.

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**Economic Development Coordinator (Continued)**

10. Monitors legislation related to economic development and makes recommendations concerning policy and procedural improvements.
11. Prepares comprehensive reports, proposals, and studies related to economic development and development objectives.
12. Performs a variety of technical, programmatic, administrative, and routine staff and analytical duties requiring the application of specific program knowledge and administrative skills in support of economic development and activities; provides assistance in administrative and operating programs as assigned.
13. Coordinates and oversees the Business License Program including assuring compliance with municipal code, policies, and regulations; administers and analyzes the processing of applications, annual renewals, and issuance of related licenses; establishes, calculates, and collects fees.
14. Performs a variety of accounting and financial research, analysis, and reporting; identifies, reviews, and reconciles outstanding fees; authorizes and establishes payment plans and verifies accuracy of payments; identifies, reports, and reconciles discrepancies.
15. Analyzes, monitors, and conducts business audits to determine that appropriate business license taxes are paid; establishes and collects monies that are outstanding; identifies tax collection opportunities; discovers unlicensed businesses in the City by reviewing information from other agencies and sources; monitors sales tax paid to the city, reports findings, and suggests businesses to be audited; attends quarterly sales tax meetings; collaborates with Law Enforcement and State and Federal enforcement agencies on the investigation and apprehension of fictitious business license applications and businesses operating in violation of local ordinances or state law; researches, develops and implements programs and/or software to enhance revenues; coordinates the implementation and upgrade of applicable software applications.
16. Prepares and develops department division and assigned project budgets; develops and administers assigned division and project budgets; collects and analyzes financial data; prepares forecasts of necessary funds; makes budget recommendations relative to assigned divisions, program areas or projects; monitors division budget and expenditures.
17. Researches, prepares, and monitors grant applications and other alternative funding sources; administers grant-funded projects for the division; monitors financial grant compliance and prepares grant reimbursement requests.
18. Oversees the issuance of film permits; recommends and develops new procedures to comply with ordinance and best practices.
19. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of economic development and issues related to area of assignment; incorporates new developments as appropriate.
20. Participates in the development and implementation of goals, policies, and priorities for division; researches, implements, and administers policies, procedures, and changes related to business practices and processes for the division.
21. Manages consultants to ensure compliance with project requirements.
22. Trains and supervises assigned support staff.
23. Performs related duties as required.

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**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Operational characteristics, services, and activities of assigned program area.
- Principles, structure, and organization of public sector agencies.
- Principles and practices of project management.
- Professional and/or technical knowledge of business/industry principles and practices for the area of responsibility.
- Methods and techniques of used in the performance of duties and responsibilities specific to the area of assignment.
- Basic business tax law requirements.
- Methods and techniques of data collection, research, and report preparation.
- Methods and techniques of statistical and financial analysis.
- Recent developments, research methods, current literature, and sources of information related to assigned programs and service areas.
- Terminology used in area of assignment.
- Grant application and administration principles and practices.
- Principles and practices of municipal budget preparation and administration.
- Principles and applications of critical thinking and analysis.
- Pertinent federal, state and local laws, codes and regulations.
- Basic principles of supervision, training, and performance evaluation.
- Modern office procedures, methods and equipment including computers and supporting applications.

**Ability to:**

- Participate in the coordination of a comprehensive economic development program.
- Participate in the development and administration of goals, objectives and procedures.
- Prepare and administer program budgets.
- Prepare a variety of analytical and financial reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze and evaluate new service delivery methods and techniques.
- Establish and maintain various data collection, record keeping, tracking, filing, and reporting systems.
- Manage multiple projects simultaneously.
- Plan and organize work to meet schedules and time lines.
- Participate in planning, organizing, directing, coordinating, and evaluating assigned programs, projects, events, or technical area.
- Properly interpret and make recommendations in accordance with laws, regulations and policies.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Identify and respond to community and organizational issues, concerns, and needs and inquiries from the general public.
- Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
- Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports.
- Interpret and apply federal, state and local policies, laws and regulations.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Represent the City in a professional and highly credible manner.

Communicate clearly and concisely, both orally and in writing.

**Education and Experience Guidelines** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Training:**

A Bachelor's degree from an accredited college or university with major course work in public administration, business administration, economic development, marketing or a related field.

**Experience:**

Three years of increasingly responsible experience in public administration, economic development or a related field.

**License or Certificate:**

Possession of an appropriate, valid driver's license.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein 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 these essential job functions.*

**Environment:** Work is performed primarily in a standard office environment with some travel to different sites; incumbents may be required to work extended hours including evenings and weekends.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

Date: March 2018