



## **CLASSIFICATION DESCRIPTION**

**TITLE: ECONOMIC DEVELOPMENT COORDINATOR    JOB CODE: 15 (Exempt)**

## **GENERAL DESCRIPTION OF DUTIES**

Under general direction, the purpose of the position is to support the City's strategic economic development and initiate and facilitate investment in our local economy. Employees in this classification shall be responsible for marketing the City of Palm Coast as a preferred destination for business development. In addition to administering various special projects, they will promote the City of Palm Coast through event development and disseminating information and communications with civic groups and the community. Candidates require strong organizational skills with the ability to carry out a variety of directed tasks. Performs related work as directed.

## **SPECIFIC DUTIES AND RESPONSIBILITIES**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Provides direct support to the Economic Development Manager.
- Conducts/manages special projects requiring research, analysis, organization, documentation, and coordination as assigned., e.g., completes RFIs, conducts research on industries and companies, conducts research on Economic Development best practices.
- Maintains libraries and reports of existing industries, data requests, project progress, and expenditures.
- Assists in preparing materials and documentation for meetings, including agendas, presentations, and meeting minutes.
- Assists in the preparation and distribution of marketing materials that highlight the benefits of the city.
- Conducts regular reviews of the City's economic development webpages, making recommendations on its contents and ensuring that information is timely, accurate, and accessible.
- Monitors and manages local, regional, and State economic development programs and projects.
- Researches and assists in the creation of strategies, goals, and initiatives for economic

development and redevelopment programs and services.

- Coordinates and cooperates with local economic development partners.
- Ensures informational assistance is readily available to the general public, civic groups, business community, and City personnel.
- Assists local businesses with retention and expansion opportunities by providing planning and/or financial assistance, responding to requests and inquiries, and coordinating applications and processes.
- Maintains and updates the City's available land inventory, ensuring information is complete, accurate, and readily available to interested parties.
- Performs related duties as directed.

### **MINIMUM TRAINING AND EXPERIENCE**

Bachelor's Degree in Business Administration, Public Administration or related field; three (3) years progressively responsible professional experience in project management within a similar public organization; or an equivalent combination of education, training, and experience.

### **LICENSES, CERTIFICATIONS OR REGISTRATIONS**

Must possess and maintain a valid Florida Driver's License.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Demonstrates strong organizational skills related to the research, creation, and proofreading of original content and/or RFI responses.
- Ability to organize work, establish priorities, meet established deadlines, and follow up on assignments with a minimum of direction.
- Thorough knowledge of all functions relevant to the economic development.
- Thorough knowledge of Microsoft Office Suite.
- Knowledge of marketing, public information, and promotional techniques used in economic development.
- Interpersonal, leadership, planning, management, and communications skills; ability to communicate professionally verbally, in writing, and in presentations.
- Skill in researching, compiling, and summarizing statistical data and information materials.
- Ability to establish and maintain effective working relationships and communications with internal and external customers, industry professionals, co-workers and the public.
- Ability to interpret a variety of instructions in written, oral, diagram, or schedule form.

## **PHYSICAL REQUIREMENTS**

- While performing the essential functions of this job the employee is regularly required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and lift and/or move up to 25 pounds.
- While performing the essential functions of this position the employee is rarely exposed to disagreeable environmental factors.

The City of Palm Coast, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, The City of Palm Coast, Florida will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.