

DEVELOPMENT **COORDINATOR**



DEPARTMENT:	Community Development
REPORTS TO:	Director of Economic Development
DIRECTLY SUPERVISES:	Secretaries
BARGAINING UNIT:	COWPEA
DATE APPROVED:	October 2012

SUMMARY:

Performs a variety of technical and professional work related to matters of economic development, planning and community development. Responds to public inquiries, writes and administers grants, conducts research and prepares detailed reports. Work is performed with a considerable amount of self-initiation, independence, and judgment under the direction of the Director of Economic Development.

ESSENTIAL FUNCTIONS OF THE JOB:

- Research funding sources and prepare applications for funds for all areas of the City with special emphasis on community, housing and economic development.
- Design project financing for potential projects.
- Assists in the administration of the revolving loan portfolio.
- Responsible for coordination and/or preparation of financial and legal documents related to planning, community and economic development.
- Responsible for the administration of projects and grants.
- Direct, develop and coordinate economic development marketing and promotional activities aimed at attracting new economic development, redevelopment and investments to Winona.
- Develops policies and procedures for implementation of projects and recommends changes in policies when necessary.
- Serves as liaison and staff to City Committees and organizations as assigned.
- Preparation of reports and agendas.
- Performs a variety of research and coordination duties for the Department of Community Development on matters related to economic development, planning, zoning, ordinance updates, and other assigned special studies and statistical reports.
- Performs other duties and assumes other responsibilities as apparent or assigned.

SUPERVISORY RESPONSIBILITIES

Directly supervises the secretarial positions for the Community Development Department and Inspections. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include assigning, directing and rewarding work; discipline for just cause (oral and written reprimand); and evaluates performance.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE:

- Bachelor's Degree with course work in business administration, public administration, accounting, economics, planning or related field is desired.
- Progressively responsible experience in economic, industrial, community development, or planning is required.
- General knowledge of computers-specifically Microsoft Applications.

LANGUAGE SKILLS:

- Ability to analyze situations and information, formulate alternatives, and use sound judgment in drawing conclusions and making decisions. Ability to develop a course of action and maintain momentum to reach successful conclusions to assignments within defined deadlines.
- Considerable ability to write and speak clearly, concisely, and legibly
- Ability to make clear oral and written presentations to City Boards, Commissions, City Council, and the public.
- Considerable ability to produce clear and effective presentations and reports including research, synthesis of information, preparing text, and supporting data.
- Considerable ability to maintain effective working relationships with supervisors, other staff members, appointed and elected officials, and the general public
- Ability to follow verbal and written instructions

MATHEMATICAL SKILLS:

- Ability to make arithmetic computations using whole numbers, fractions and decimals.
- Ability to prepare financial analysis of programs and projects
- Ability to compute rates, ratios and percentages.

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- Knowledge of and analytical skills to prepare a financial analysis related to business and housing development.

OTHER SKILLS AND ABILITIES:

- In depth knowledge of financial strategies for development.
- Ability to read and interpret plans and maps
- Ability to work on several projects simultaneously.
- General knowledge of Microsoft Programs.
- Knowledge of practices and principles of city government, economic, industrial, community development and planning
- Knowledge of real estate transactions
- Working knowledge of land development ordinances and code enforcement principles, practices and methods as applied to a municipal setting
- Ability to prepare, organize, and maintain data files and records
- General knowledge of business financial statements
- Experience with GIS related software

CERTIFICATES, LICENSES, REGISTRATIONS:

- A valid Driver's License

MINIMUM QUALIFICATIONS

- Graduation from an accredited college, university, or technical college with a 2 or 4 year degree in business, economics, public administration, urban and regional studies or closely related field; or an equivalent combination of education, training and experience which provides the knowledge and abilities necessary to perform the work is required
- A minimum of 1 year experience in economics, community development or planning.
- Proficiency in Microsoft Office Suite with strong MS-Excel skills.

PHYSICAL DEMANDS:

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.

While performing the duties of this job, the employee regularly talks or hears; frequently sits; occasionally stands, walks, uses hands to finger, handle, or feel, climbs or balances, stoops, kneels, crouches or crawls and reaches with hands and arms.

This employee must occasionally lift 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.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts, fumes or airborne particles, endures outdoor weather conditions and the risk of electrical shock.

The noise level in the work environment is usually moderate.