



Economic Development Coordinator

DEFINITION

Job duties are performed under direct supervision of the Economic Development Director. Coordinator is responsible for maintaining a database of available properties for commercial and industrial uses; assisting with business recruitment, retention, and expansion efforts; and providing administrative support to the economic development office.

ESSENTIAL JOB FUNCTIONS

- Develops and maintains LocationOne Information System (“LOIS”) database to provide a comprehensive inventory of properties available for commercial and industrial uses;
- Confers and works with other city staff regarding the planning and development process of various aspects of property development;
- Builds and cultivates relationships with site selectors, real estate agents and brokers, developers, and Madison County property owners;
- Assists in the evaluation and facilitation of housing development opportunities within Madison County;
- Provides administrative support to the economic development office including meeting coordination, website updates, preparation of agenda items and meeting minutes, project file organization, and grant research;
- Assists with business attraction, development, and retention work;
- Assists with the development of projects, studies, and plans, concerning matters involved with economic development;
- Participates in the gathering, compilation, and updating of data pertaining to characteristics or existing conditions in Madison County;
- Presents information, reports, findings, recommendations, etc., to the Economic Development Director and to appropriate groups as necessary;
- Attends meetings, work sessions, seminars, and conferences as necessary, some of which are held before or after normal working hours or require travel or overnight stay;
- Assists in the planning, organizing, and implementing of a variety of special events such as business announcements, groundbreakings, business appreciation functions, trade show participation, community tours, and business prospect visits;
- Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- personal computers and a variety of electronic equipment
- Location One Information Service (LOIS) a plus.
- Adobe Creative Suite a plus.

Ability to:

- carry out assigned projects to their completion.
- communicate effectively verbally and in writing.
- solve problems and work independently with minimal supervision and under tight deadlines.
- establish and maintain effective working relationships with other employees and other individuals involved in the day-to-day activities.
- interface positively with existing businesses to assist with problem solving or expansion.
- to handle confidential information with discretion.
- handle multiple tasks simultaneously in an organized and efficient manner.

TRAINING, EDUCATION, EXPERIENCE AND QUALIFICATIONS

- Graduation from an accredited college or university or an equivalent combination of education and experience is required.
- Areas of study/experience in economic development, business administration, community development, public administration, real estate, sales, or related field may prove relevant to position.

NON ESSENTIAL FUNCTIONS

As assigned.

PHYSICAL REQUIREMENTS

KEY:

- N = Never
- O = Occasionally
- F = Frequently
- A = Always

	N	O	F	A
LIFTING		X		
TRANSPORTING		X		
PUSHING		X		
PULLING		X		
CLIMBING		X		
BALANCING		X		
STOOPING		X		
KNEELING		X		
CROUCHING		X		
REACHING		X		
HANDLING		X		
FINGERING		X		
FEELING		X		
TALKING			X	
HEARING				X
NEAR ACUITY				X
FAR ACUITY				X

DEPTH PERCEPTION				X
COLOR VISION				X
FIELD OF VISION				X
TASTING/SMELLING		X		

ENVIRONMENTAL CONDITIONS

	N	O	F	A
EXPOSURE TO WEATHER		X		
EXTREME COLD		X		
EXTREME HEAT		X		
WET AND/OR HUMID		X		
NOISE INTENSITY LEVEL		X		
VIBRATION		X		
ATMOSPHERIC CONDITIONS		X		
MOVING MECHANICAL PARTS		X		
ELECTRIC SHOCK	X			
HIGH EXPOSED PLACES	X			
RADIATION	X			
EXPLOSIVES	X			
TOXIC/CAUSTIC CHEMICALS	X			

POSITION:

STANDING: 30 %
WALKING: 10 %
SITTING: 60 %

CONTROLS:

HAND-ARM: 75 %
FOOT-LEG 25 %

STRENGTH LEVEL: 20 - 25 pounds