OTTAWA COUNTY

TITLE: ECONOMIC DEVELOPMENT COORDINATOR  EMPLOYEE GROUP: UNCLASSIFIED
DEPARTMENT: PLANNING & PERFORMANCE IMPROVEMENT  GRADE: U06

JOB SUMMARY: Under the direction of the Planning and Performance Improvement Department Director, the Economic Development Coordinator provides the oversight for all economic development initiatives undertaken by the County of Ottawa. The top priorities for this position are to administer the County’s Brownfield Redevelopment Authority, manage an Agricultural Technology Business Incubator, support regional economic development activities, and maintain an Economic Databook for Ottawa County. The ideal candidate must have a high attention to detail, strong analytical skills, and have the ability to effectively communicate with a diverse group of stakeholders.

REPORTS TO: Planning & Performance Improvement Director

ESSENTIAL JOB FUNCTIONS: The essential functions of this position include, but are not limited to, the following:

1. Serves as the Economic Development Coordinator for the County of Ottawa.
2. Administers the County’s Brownfield Redevelopment Authority (BRA).
3. Develops and completes economic development initiatives such as, but not limited to, the Agricultural Technology Business Incubator.
4. Obtains grants to promote economic development initiatives and serves as the point of contact with grantor agencies.
5. Prepares an annual work plan for economic development activities and facilitates economic development planning.
6. Maintains outreach through presentations and by attending community functions.
7. Monitors the economic condition of the area and compiles and analyzes econometric data for Ottawa County.
8. Supports local and regional economic development efforts related to business retention, attraction, marketing, and training.
10. Performs other related duties required to meet the goals of the Board and programs.

REQUIRED KNOWLEDGE AND SKILLS:

1. Thorough working knowledge of strategic planning, public-private partnerships, and marketing.
2. Sound understanding of economic development-related public policy, and legislative and regulatory issues.
3. Proven successful experience in developing recommendations and policies for economic development strategy and program implementation efforts.
4. Working knowledge of grant application and management processes.

5. Experience in attraction and retention of businesses, and in working with local and regional economic development partners on initiatives to grow local businesses and employment.

6. Knowledge of urban redevelopment tools.

7. Capacity to build and maintain effective personal relationships with members of county and local units of governments, community leaders, developers, and senior executives of businesses.

8. Working knowledge of data analysis and statistics.

9. Excellent oral and written communication skills.

10. Excellent interpersonal and human relations skills.

11. Computer literacy and working knowledge of word-processing, spreadsheet, database and project management software.

12. Experience with public relations and public speaking.

13. Capacity to grasp the “big picture” absorbing information quickly, thinking comprehensively, analyzing thoroughly, and acting strategically.

REQUIRED EDUCATION, TRAINING AND EXPERIENCE:

Bachelors Degree in Business/Public Administration, Urban Planning, or related field required. CEcD certification preferred but not required. At least two (2) years of project management experience required. A minimum of two (2) years of increasingly responsible direct experience associated with economic development in one or more areas such as commercial, manufacturing and industrial development, and/or experience in community planning and development in a county environment; or any equivalent combination of experience and additional education or training that provides the knowledge, skills and abilities to perform this work preferred. Experience with development projects.

PHYSICAL REQUIREMENTS:

Must be able to perform essential job functions with or without reasonable accommodations, including, but not limited to, visual and/or audiological appliances and devices to increase mobility.

WORKING CONDITIONS:

Work is performed in a normal office environment.