

CLASSIFICATION SPECIFICATION

CITY OF AVON

An Equal Opportunity Employer

TITLE: Economic Development Coordinator /Assistant Planning Coordinator

JOB RESPONSIBILITIES: Under administrative direction, implements business development activities; promotes retention and expansion of industry and commerce within the City; maintains and develops professional contacts; coordinates financial incentive programs/grants and loans available to industry through local government; maintains current data to market the community.

Performs other related duties as required

QUALIFICATIONS: Coursework, training, work experience, or equivalent combination:

Bachelor's Degree in business administration, public administration, economics, planning, or similar discipline with experience in economic development, grants administration, or equivalent combination of education and experience.

LICENSE, CERTIFICATE, OR REGISTRATION REQUIREMENTS:

Must possess a State of Ohio driver's license.

| % OF TIME | ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification.) | KNOWLEDGE, SKILLS, AND ABILITIES: (Minimal necessary to perform duties) [*Indicates developed after employment] |
|------------------|---|--|
| 30-45 | 1. Implements business development activities; studies economics, statistical and demographic data to analyze best means of attracting, retaining or expanding businesses and/or industries within the City of Avon; meets and confers with business officials to assist in solving problems and coordinating logistics (e.g., financial solutions, site selections, availability of utilities, rail, trucking and air services, etc.) to facilitate location and/or expansion of business in the City of Avon; maintains an inventory of available sites/buildings; identifies and recruits likely business prospects; responds to new business inquiries and aggressively markets suitable buildings and land to such business prospects; in cooperation with other organizations and agencies, identifies and encourages the development of additional properties to enhance | 1. Knowledge of (1) economics, (2) finance, (3) public relations, (4) city policies and procedures,* (5) organizational goals and objectives,* (6) research methods, (7) government grant programs, (8) community resources and services,* (9) marketing; ability to (10) interpret an extensive variety of books, materials, journals, and manuals, (11) deal with problems involving several variables within familiar context, (12) define problems, collect data, establish facts, and draw valid conclusions, (13) follow detailed instructions, (14) exercise independent judgment and discretion, (15) calculate fractions, decimals, and percentages, (16) perform statistical analysis, (17) write and edit articles for publication, (18) prepare accurate documentation, (19) communicate effectively, (20) develop and |

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| 15-25 | <p>1. (continued) opportunities for attracting new businesses to Avon; coordinates program development and implementation with external resources (e.g., Ohio Department of Development; County, Regional, and statewide development organizations, along with utility companies servicing the area).</p> <p>2. Promotes retention and expansion of industry and commerce within the City; develops and maintains a cooperative working relationship with existing businesses; identifies existing businesses' retention and expansion needs, conducts research and identifies and utilizes available resources to address those needs.</p> | <p>1. (continued) maintain effective working relationships, (21) travel to and gain access to work sites, (22) coordinate multiple projects at one time, (23) handle sensitive inquiries and contacts from citizens and government officials; skill in (24) motor vehicle operation, (25) computer and modern office equipment operation</p> <p>2. Knowledge of (1), (2), (3), (4),* (5), (7), (8), (9); ability to (10), (11), (12), (14), (19), (20), (21), (22), (23); skill in (25).</p> |
| 10-20 | <p>3. Maintains and develops contacts with professional land and building developers, realtors, entrepreneurs, government officials, private industry representatives, Chamber of Commerce and others related to development activities. Communicates with the Mayor and City Administrators to coordinate the development and implementation of economic development plans.</p> | <p>3. Knowledge of (1), (2), (3), (4),* (5), (7), (8), (9); ability to (10), (11), (12), (14), (19), (20), (21), (22), (23); skill in (24), (25).</p> |
| 10-20 | <p>4. Coordinates financial incentive programs/grants and loans available to industry through local government; organizes corporate entities or boards to administer such programs; plans and analyzes the impact of programs of incentives on business expansions; coordinates activities and/or resolution of problems/complaints through federal, state and local government agencies (e.g., utilities,</p> | <p>4. Knowledge of (1), (2), (3), (4),* (5), (7), (8), (9); ability to (10), (11), (12), (14), (15), (16), (19), (20), (21), (22), (23); skill in (25).</p> |

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| | (continued) local transportation boards, local development departments, etc.). | |
| 5-10 | 5. Maintains current data regarding the community and coordinates cooperative development of community information booklets, video commercials, world wide web home page, etc. to market the community to prospective business clients and promote international relations and tourism. | 5. Knowledge of (1), (2), (3), (4),* (5), (7), (8), (9); ability to (10), (11), (12), (14), (17), (19), (20), (21), (22), (23); skill in (24), (25). |
| 5-10 | 6. Assists Planning Coordinator with the efficient operation of the City's Planning Department (e.g. assists with organization/coordination of agendas for the Planning Commission; works with developers, residents, and City officials to streamline development; works with Zoning Enforcement Officer to ensure proper administration of the planning code and to approve signage in the community; etc.) | 5. Knowledge of (3), (4),* (5), (26) principles and practices of planning, (27) city planning and zoning ordinance regulations; ability to (11), (12), (14), (19), (20), (21), (22), (23); skill in (24), (25). |
| 5-10 | 7. Attends Planning Commission and Zoning Board of Appeals meetings, where necessary, and serves as alternate liaison between Administration and Commission, Zoning Board, and City Council; meets with Chairman of the Planning Commission and the Zoning Board of Appeals; meets will members of Law Department; interacts with developers, property owners, relators and others to resolve issues related to planning or zoning. | 5. Knowledge of (3), (4),* (5), (26) principles and practices of planning, (27) city planning and zoning ordinance regulations; ability to (11), (12), (14), (19), (20), (21), (22), (23); skill in (24), (25). |
| | 8. Performs other duties as assigned | |

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