

CITY OF OBERLIN JOB DESCRIPTION **ECONOMIC DEVELOPMENT OFFICER**

Title:	Economic Development Officer	Department:	Planning & Development
Supervisor:	Planning & Development Director	Positions Supervised:	N/A
Civil Service Status:	Unclassified	Exemption Category:	Administrative
FLSA Status:	Exempt	Pay Grade:	5
Bargaining Unit:	N/A	Schedule:	24 hours/week

This description is meant to represent a body of work typically performed in this position but does not necessarily represent all the duties which may be assigned to the incumbent in the position. The incumbent is responsible for performing miscellaneous duties as needed or assigned.

General Statement of Duties:

Responsible for the retention, expansion and attraction of industrial, commercial and housing developments. Selectively markets the Oberlin area and the financial incentives available to businesses. Explores economic development opportunities with surrounding townships, cities, villages, the Oberlin School District and Lorain County. Advises City staff and the Oberlin Community Improvement Corporation (OCIC) on ways to improve Oberlin's business climate and utility customer base.

The Economic Development Officer shall function with a high degree of independence. He/she shall utilize sound professional judgment, demonstrate planning and organizational skills to establish and manage priorities and programs for his/her functional area. The Economic Development Officer shall be committed to the mission, vision and values of the City and demonstrate ethical conduct, community stewardship, individual initiative and responsive service. The Economic Development Officer shall demonstrate effective performance through clear, concise communication; collaboration; proper allocation and utilization of resources; sound decision-making; personal accountability; and responsibility.

The job description is intended merely to illustrate the duties that may be assigned to persons assigned this title. It should not be interpreted to describe all the duties that may be required of persons holding a position assigned this title or to limit the nature and extent of assignments a person may be given.

Minimum Qualifications:

Must possess Bachelor's Degree from an accredited four-year college or university in economics, finance, public administration, urban planning, or related field (Master's Degree in same preferred) with a minimum of five (5) years of diverse and progressively-responsible experience in community and/or economic development; or an equivalent combination of education and experience which provides the skills and abilities necessary to perform the job. Must demonstrate experience servicing existing enterprises and developers, as well as work in finance, business recruitment and grant writing. Must have strong research and analytical skills. Must be computer literate in word processing, spreadsheets, presentations, graphics and database software applications, and able to utilize social media and the internet. Must be well organized, motivated and able to work independently with minimal supervision.

The position requires a valid State of Ohio driver's license. An individual who poses a direct threat to himself/herself or others in the workplace will be deemed not qualified for this position.

Supervision:

Works under the supervision of the Planning and Development Director.

Primary Job Duties:

- Pursue economic activities for the City, including retention, expansion and attraction of industry and commercial enterprise
- Provide technical assistance and information to aid businesses and industry, including providing information on available financial incentives and coordinating the support of all City departments
- Work to fill commercial and industrial vacancies, and match potential businesses with available space
- Provide staff support to City boards/commissions, as assigned
- Assist in administering Oberlin's Business Incentive Program, Building Improvement Loan Program, Revolving Loan Fund and Façade Improvement Fund
- Serve as City liaison to local and regional organizations, as assigned; attend sessions of City Council, the Planning Commission and other Commissions/Boards, as necessary; participate in meetings with residents; represent Oberlin with county, state and federal development agencies; and make public presentations, as needed
- Create and implement a marketing program to attract new business and industry, including developing marketing material, publications, and internet/social media marketing that promotes Oberlin to outside developers and economic development agencies
- Guide prospects through Oberlin's development process
- Research, write and implement state and federal grants, and perform grant-required monitoring of projects, including environmental reviews, equal employment opportunity, citizen participation, fair housing, and other specific grant programs
- Identify opportunities for redevelopment and adaptive re-use of existing vacant buildings, working in conjunction with City's historic preservation, energy efficiency and sustainable land use goals
- Maintain basic information pertaining to the City, including demographics, housing statistics, employment characteristics, tax base data, utility rates and a profile of existing industrial, commercial and residential development
- Assess economic development service needs; investigates new methods, technologies, laws and programs to improve current levels of service
- Perform other related duties as assigned

Required Knowledge, Skills and Abilities:

- Knowledge of, economics, planning, recruitment, real estate, municipal operations, finance and services, including public sector procurement procedures as they relate to development
- Knowledge of local, state, and federal grant procurement and administration processes
- Knowledge of contemporary principles and practices for economic development administration, including leadership ability and strategic planning experience
- Knowledge of principles, practices and procedures of modern methods of planning and development service delivery
- Knowledge of principles and practices of public administration and personnel management
- Knowledge of federal, state, and local laws, codes, regulations, and standards governing the delivery of planning and development department services.
- Knowledge of budget planning, development, and monitoring practices

- Strong administrative skills to plan, analyze, develop, direct, and evaluate programs, administrative policies and organizational structures
- Leadership skills necessary to accomplish organizational change in a highly traditional work environment
- Superior interpersonal, written, and verbal communication skills, including the ability to explain technical information clearly in reports and public presentations, to facilitate meetings, and to organize people
- Ability to market and promote business incentive programs, an industrial park, available property and the City itself to existing and potential enterprises
- Ability to strategically coordinate development activities, and to manage multiple projects concurrently
- Ability to establish and maintain effective working relationships with the business and industrial community, developers, elected officials, Oberlin College, local, regional and state economic development officials, advisory boards, City employees, professional peers and the general public
- Ability to read geographic maps, development site plans, blue prints, tax maps and U.S. Census data
- Ability to foster a team oriented environment with consensus building skills
- Ability to effectively use the internet, social media, and other cutting edge tools to market and promote development opportunities
- Ability to perform duties and responsibilities in a manner which reflects professional judgment, appearance, and in conformance with high ethical standards and integrity
- Ability to anticipate problems and to investigate, analyze and effectively resolve problems and conflicts
- Ability to multi-task and perform with evolving priorities
- Ability to maintain confidentiality and handle sensitive issues with discretion and sound judgment

Licenses and/or Certifications:

- Certification from the National Development Council as an Economic Development Finance Professional or the American Institute of Certified Planners is preferred
- Valid State of Ohio driver's license

Work Environment:

The Economic Development Officer will perform those physical requirements necessary for essential functions including, but not limited to, regular sitting, standing, walking, and general mobility; continual talking in person, in group presentations, and over the phone to diverse groups of various sizes and natures; keyboarding; infrequent crouching, kneeling, crawling, climbing, limb extension, and all other physical activities required in activities in non-emergency and emergency situations.

This position works primarily in a typical office environment with adequate lighting, ventilation and temperature controls. Standard office equipment is utilized routinely in the job. However, exposure to adverse environmental conditions, including inclement weather, extreme temperatures, noise, dust, fumes, and other conditions may be required while performing essential and secondary functions of the position.

Work Situation Factors:

Position requires competing demands; may require occasional work beyond normal business hours. **SAFETY SENSITIVE POSTIONS ARE SUBJECT TO RANDOM DRUG AND ALCOHOL TESTING ACCORDING TO CITY POLICY.**