

City of Oregon City**Position Description**

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| Position: Economic Development Coordinator | Represented: Local 350-2 |
| Department/Site: Economic Development / City Hall | FLSA: Non-exempt |
| Evaluated by: Economic Development Manager | Salary Grade: 32 |

Summary

This position will provide support to the Economic Development Department (“the Department”) through project management and coordination, business retention and attraction activities, and commercial real estate deal-making. The incumbent will have strong project management skills and good negotiation capabilities and will be sufficiently self-disciplined to set clear priorities to accomplish desirable outcomes. Good written communication and verbal skills are required. This person will be expected to make presentations and be a positive representative of Oregon City at various external meetings and forums.

Distinguishing Career Features

The Economic Development Coordinator is a standalone classification. Incumbents must be self-motivated, vision-oriented, and take the initiative to recommend courses of action to improve/expand the Department’s economic development agenda. The incumbent must perform assignments that require a high level of responsibility while applying subject knowledge and exercising grounded judgment. The Economic Development Coordinator will serve as the City’s Ombudsman with regard to commercial/business development. The incumbent is expected to work in collaboration with other departments and will implement directives and strategies, helping the City to create a business-friendly environment and aiding it to establish good customer service protocols toward the business investment community.

Essential Duties and Responsibilities

- Business Retention – develops and implements activities and projects designed to assist and support the community’s existing business base by developing good customer service protocols, supporting new business investment plans, and assisting commercial growth strategies of existing businesses.
- Business Expansion – identify and market to industry clusters and solicit new investment prospects to Oregon City that will result in further diversifying and strengthening the local economy.
- Commercial Real Estate Project Development – works with commercial real estate investors to create growth opportunities that will result in new jobs that pay a livable wage and the broadening the tax base.
- Project Management – controls and implements projects along with associated processes to ensure expected outcomes. The incumbent will evaluate project effectiveness and recommend actions for improvement. Where and when collaboration is expected by the department, the incumbent will successfully conduct project coordination duties in support of the department’s goals and objectives and that of its other partners.
- Collaboration -working with community partners is of paramount importance to Oregon City and its Economic Development Department. The Department encourages purposeful collaboration resulting in either specific work products or specific strategy-based outcomes.

- Staff Reports and Meetings - assist in the preparation of staff reports as directed by the Economic Development Manager. Coordinate presentations before the City Commission and/or Urban Renewal Commission. Organize investor tours or meetings that showcase the community's attributes.
- Technological Applications – must be versed in excel, Microsoft word, and a project management software. Maintain a data base of available real estate for sale and/or development within Oregon City.
- Customer Service/Public Outreach -Track, update, and respond to specific inquiries relating to business development and investment.
- Report regularly to work on time.
- Supports and respects diversity in the workplace.
- Performs other duties as assigned that support the overall objective of the Department.

Qualifications

▪ Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- Analytical – able to comprehend financial pro-forma data and economic and social demographic data trends.
- Problem Solving - Gathers and analyzes relevant data and contractual obligations to help re-solve project challenges.
- Project Management - Develops and coordinates project plans; develops and maintains project schedules; and communicates changes and progress; develops project budgets.
- Judgment - Exhibits sound and accurate judgment based on data and experience; supports and explains reasoning for decisions; includes appropriate people in decision-making processes.
- Planning/Organizing - Prioritizes and plans work activities in conjunction with Economic Development Manager; Uses time efficiently; Plans for additional resources; Sets goals and objectives.
- Adaptability - Manages competing demands. able to deal with frequent change or unexpected events.

▪ Knowledge

Knowledge of commercial real estate development; economic development practices and practices of economic development organizations. Knowledge of project management, and cultural relations. Knowledge of city planning techniques and issues. Knowledge of the use and drafting of project-related technical and legal documents.

▪ Abilities

Ability to apply and adapt established economic development and marketing principles. Ability to be pay attention to detail in developing reports, following instructions and in reading contractual documentation. Ability to independently recognize problems and develop solutions. Ability to analyze data from various sources and draw logical conclusions. Ability to prepare and maintain accurate reports and records. Ability

to communicate clearly and concisely, both orally and in writing. Ability to establish and maintain effective working relationships with co-workers, managers, customers, and the general public. Ability to demonstrate integrity, ingenuity, and inventiveness in the performance of assigned tasks.

▪ **Physical Abilities**

Requires the ability to function primarily indoors in an office environment engaged in work of primarily a sedentary nature. Requires sufficient ambulatory ability to move about to office and remote locations. Requires auditory ability to carry on audience, ordinary, and telephonic conversation. Requires near and far visual acuity to read detailed maps, drawings, other printed material, computer screens, and observe multi-dimensional physical layouts. Requires manual and finger dexterity to write and to operate microcomputers and other office equipment. Requires the ability to alternatively sit and stand for sustained periods of time to perform desk and counter work.

▪ **Education and Experience**

The position requires a Bachelor's degree in Business Administration, Marketing, Economics; Public Administration, or related field and at least three to five years of work experience in economic development; or, an equivalent combination of experience and training sufficient to successfully perform the essential duties of the job such as those listed above.

▪ **Licenses and Certificates**

May require a valid driver's license.

▪ **Working Conditions**

Work is performed indoors where minimal safety considerations exist.

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.