

**CITY OF NORTH OLMSTED
ECONOMIC & COMMUNITY DEVELOPMENT COORDINATOR**

The City of North Olmsted is seeking a Full Time Economic & Community Development Coordinator. The starting salary and job description are listed below. Qualified candidates may mail or email their resume, salary history, references, and a completed City application located on the City's website under Human Resources Department. Applications will be accepted until this position is filled.

**City of North Olmsted
Department of Human Resources
5200 Dover Center Road
North Olmsted, Ohio 44070
e-mail: vanschoork@north-olmsted.com
EOE**

**CITY OF NORTH OLMSTED
JOB DESCRIPTION**

GENERAL DESCRIPTION:

Under general direction, coordinates the City's Economic and Community Development functions; performs a full range of varied and responsible professional and technical duties involving research, design, implementation and monitoring of programs encouraging economic development; participate and coordinate a variety of economic and community development activities relating to business attraction, expansion, retention and development; coordinates and oversees the operations of the various business grant programs, including the Storefront Renovation Grant Program; may provide supervision to assigned clerical/administrative staff; coordinates assigned activities with other departments, divisions, outside agencies, the general public; and performs a variety of professional level duties relative to assigned area of responsibilities. Incumbent shall possess a strong working knowledge of the rules and regulations as it pertains to land use entitlements such as planning approvals, zoning variances and will serve as a one-stop point of contact for businesses and developers seeking to invest in the City of North Olmsted.

QUALIFICATIONS: An example of acceptable qualifications:

Bachelor's or Master's Degree in Public Administration, Planning, Business Administration, Marketing or a closely related field and a minimum of 2 years' professional experience. Master's Degree preferred.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must have a valid State of Ohio Driver's License; must remain insurable under the City's vehicle insurance policy.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive:

Personal computer, printer, copy machine, fax machine, other standard business office equipment, motor vehicle.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.), and has exposure to possible injury due to unclean or unsanitary conditions. Must frequently lift and/or move up to thirty (30) pounds.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered sedentary work.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

1. Synthesize raw research into narrative writing for grant applications, economic development marketing, planning documents, and government reports.
2. Responsible for the creation of economic development marketing collateral in print and digital formats.
3. Assist in the creation and execution of economic development business attraction, retention, and expansion activities.
4. Develop a working understanding of local and state incentives, taxes, permitting processes, and other topics pertaining to local economic development.
5. Assist with the maintenance and updating of the City of North Olmsted's site inventory in the Jobs Ohio Zoom Prospector database.
6. Utilize geographic information systems (GIS) to analyze, produce reports, and visually display regional economic, demographic, and infrastructure data for presentations and external communications.
7. Create strategies to help businesses and support municipal strategies that advance regional workforce development priorities, with a focus on small business issues, quality employment, living wage career pathways, and entrepreneurship.
8. Assist in developing and implementing interdisciplinary projects to advance equitable economic development, stakeholders (e.g., Housing, Arts & Culture, and Public Health staff).
9. Speak in public about City projects and programs, and sustainable and equitable economic development and other land use issues.

10. Provides local municipal governments, citizens, landowners, attorneys, engineers and other interested stakeholders in North Olmsted with advanced technical assistance related to economic development.
11. Develops initiatives and writes grants and Requests for Proposals to take advantage of various sources of grant funding to undertake local and regional projects in coordination with Economic Development Director.
12. Responsible for project management and preparation of scopes of work and budgets to conduct various economic development and planning activities.
13. Project management responsibility for grants to ensure that they are completed in accordance with contract requirements and within budget constraints.
14. Coordinates presentation materials, conducts presentations, and facilitates participation by the public or committee members at meetings or public forums, in support of economic development activities that are in alignment with the North Olmsted Strategic Economic Development Plan and the City Wide Master Plan.
15. Assists with evaluating zoning and land use regulations and advising clients as to the same.
16. Attends various public events and city boards and commission meetings in place of the Director.
17. Assists Director of Economic & Community Development with preparation of capital and operating budgets; etc.
18. Meets all job safety requirements and all applicable PERRP (Public Employment Risk Reduction Program) safety standards that pertain to essential functions.
19. Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

1. Performs other duties as assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: City, department, and division goals and objectives;* City, department, and division policies and procedures;* personnel rules and regulations; government structure and process; project management; local geographic area; Rural and Urban regulations and laws governing planning, zoning, and construction; rural and urban planning; public relations; community resources and services; Munis Software.*

Skill in: use of office equipment; must be proficient in ESRI ArcGIS as well as Adobe In-Design.

Ability to: interpret extensive variety of technical material in books, journals, and manuals; deal with many variables and determine specific action; understand, interpret, and apply laws, rules, or regulations to specific situations; exercise independent judgment and discretion; compile and prepare reports; prepare maps, charts, graphs, or plans; respond to routine inquiries from public and/or officials; conduct effective interviews; understand a variety of written and/or verbal communications; read development plans; develop and maintain effective working relationships; prepare and deliver speeches and presentations; communicate effectively.

POSITIONS DIRECTLY SUPERVISED:

Planner

Starting Salary Range

\$62,592.66 annual - \$72,222.28 annual