

## **CITY OF OAK HARBOR JOB DESCRIPTION**

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**Job Title:** *Economic Development Coordinator*  
**Department:** *Administration*  
**Reports to:** *City Administrator*  
**Status:** *Exempt /Non-union*

### **Job Summary:**

Under the direction of the City Administrator, plan, organize and complete economic development projects that focus on retaining and recruiting new businesses to the City. Perform lead duties and provide work direction on projects as assigned. Perform complex projects independently, make presentations before the City Council, community organizations and others regarding assigned projects. Support the economic development function by performing limited scope projects independently, initiating business recruitment and retention efforts in person or on the telephone, perform research and support duties for other economic development staff and maintains records, prepare data and respond to customer inquiries regarding assigned projects. The Economic Development Coordinator reports to the City Administrator.

### **Essential Job Functions:**

1. Serve as City resource for commercial and development issues and City liaison to City businesses, commercial enterprises and related groups; identify opportunities for outreach to and to establish and improve relationships with business focused community groups; work and independently act as a team-player in all interactions with other city staff.
2. Assist the City Administrator and management team in planning, organizing, coordinating, and evaluating economic development activities within the City; coordinate and encourage the development of strategies that maintain and enhance the short and long-term financial health of the City.
3. Develop and implement a business recruitment and retention campaign and marketing strategy and business assistance programs for existing and prospective businesses; serve as a “broker” in recruiting and assisting business interested in locating in the City to identify suitable properties for their enterprises.
4. Coordinate and facilitate public/private partnerships for development projects; work with developers, property owners, and potential new businesses to identify opportunities for new development and redevelopment; develop liaisons between the City and various business-related organizations and agencies; coordinate communication, projects and activities with various City departments and personnel, special interest groups and the general public; provide information and technical assistance to staff, citizens, community and neighborhood groups in the development of improvement programs and projects.
5. Coordinate program activities; evaluate program progress and results; develop, prepare and coordinate special projects as assigned; manage procurement process and work of consultants hired to assist the City in economic development efforts.
6. Communicate with, respond to and resolve complaints, conflicts, concerns and questions, and provide recommended solutions to citizens, contractors, customers, developers, property owners, business owners and public and private agencies concerning City services, policies and procedures, activities and programs.
7. Provide technical expertise and respond to complex questions; act as facilitator between the development community and City staff; communicate with department directors, City officials and others regarding policy issues and matters of mutual concern.
8. Research and compile information concerning program needs and resources; analyze and prioritize potential economic development projects/opportunities; provide financial impact analyses of potential projects and partnerships that involve or require City participation.
9. Review proposed ordinances and codes that relate to economic development. Recommend changes that would encourage or facilitate economic development in desired areas.
10. Provide financial analysis for projects that require City participation. Prepare specifications and develop Requests for Proposal (RFP's) for public/private projects. Analyze responses and make recommendations on proposals.
11. Research, strategize and submit grant applications for potential funding sources for economic development projects. Investigate the use of LID's, bonds or other financing instruments that might facilitate redevelopment of business districts. Monitor grant performance and expenditure of funds.
12. Explore existing State and local laws to determine what development tools that currently exist that could help the City in its development efforts.
13. Prepare and present oral and visual reports to public and private agencies, City Council, hearing bodies, community groups and other organizations to explain City policies and community impacts, to respond to questions and comments and to present technical information and policy options for consideration.

14. Assist with the media and preparation of news releases; coordinate department contacts as necessary.
15. Research, analyze and report on economic and market trends; develop and prepare program proposals, staff reports, proclamations, ordinances, position papers; analyses; publications; visual aids; displays; newsletters; activity and progress reports.
16. Establish and maintain effective and cooperative working relationships and teamwork with the executive team, department heads, supervisors, employees, public officials, business representatives and the public using good judgment, tact and courtesy.
17. Train and provide work direction to assigned project personnel.

**Associated Job Functions:**

1. Attend various workshops, continuing education meetings, seminars and conferences.
2. Perform other duties and responsibilities as assigned.

**Performance Requirements (Knowledge, Skills and Abilities):**

- Knowledge of Principles and practices of economic development.
- Ability to gain a working knowledge of City processes, procedures, codes and regulations, City organization, operations and objectives.
- Knowledge of financial feasibility, pro forma analysis, current economic trends and economic forecasting.
- Skills in project management, consensus building, and business recruitment and techniques.
- Knowledge of marketing and promotion techniques and skills.
- Knowledge of financing instruments and strategies for financing development projects.
- Ability to read, interpret, apply and explain rules, regulations, codes, policies and procedures.
- Assist with complex economic development issues and resource allocations issues
- Analyze complex issues and impacts and provide clear and concise recommendations and alternative solutions.
- Ability to plan, prioritize, schedule and organize work, develop schedules, timelines, work programs and cost estimates and meet schedules and timelines.
- Ability to compile and prepare reports, RFP's, pro forma financial analysis and other documents etc.
- Ability to facilitate the development process.
- Ability to research methods and report analysis.
- Ability to communicate effectively both orally and in writing with public speaking techniques and customer service skills. Thorough knowledge of English, spelling, grammar, vocabulary and punctuation.
- Ability to negotiate and seek creative solutions using good interpersonal skills.
- Ability to analyze situations accurately and recommend an effective course of action or present alternative solutions.
- Ability to implement economic development strategy for the city.
- Ability to use personal computer with associated software and presentation/graphics software, dictation equipment, planimeter, audiovisual equipment and other office equipment.
- Ability to work independently, problem solve, manage projects and be a flexible and proactive self starter.

**Working Environment and Physical Demands:**

Work is performed primarily in an office environment with some travel to other City buildings by foot or by car, and occasional fieldwork and site visits that may be performed in all types of weather conditions. Attendance at evening meetings several times a month is also necessary. Work requires normal hearing and visual acuity, eye/hand coordination and manipulation skills to operate a personal computer, telephone and other equipment, as well as the ability to sit for extended periods of time and access all areas of the facility including stairs, sufficient mobility to drive a vehicle and to visit development sites, and walking on all types of terrain.

**Experience and Training Requirements:**

- Bachelor's degree in Economic Development, Economics, Business Administration, Public Administration, Planning, Marketing or related field *and*
- Four (4) years professional experience in planning, economic development, community development, property management, construction or project management, public relations or similar field.
- Must have demonstrated competency with personal computer and word processing, spreadsheet, data base and presentation/graphics software.
- Valid Washington State driver's license or otherwise establish the ability to perform the job in an equally efficient manner without driving.
- Must pass background and drivers record checks.

*A combination of education, training and experience that provides the required knowledge, skills and abilities to perform the essential job functions may be considered.*

Established: HR 11/12  
Revised: 03/15

FLSA: Exempt

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The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.