

COMMUNITY DEVELOPMENT COORDINATOR

Department: Administration
Job Title: Community Development Coordinator
Reports To: City Administrator

Position Summary: To assist the City Administrator in all areas of Community Development, with the primary focus being on commercial projects and housing, planning and development, coordination and working with numerous public boards and groups, private sector business interests; participates in physical development projects in the area, administration of grants, and other special projects as assigned and serves as staff liaison to the Planning Commission for the execution of the City of Lyons Community Comprehensive Plan. This is a non-exempt position.

Essential Functions:

- Assists and promotes citywide economic development planning.
- Serves as the primary citywide resource person for development issues, including housing, retail base retention and expansion, industrial development, tourism, and community development programs and projects.
- Solicits developers and businesses for economic development projects.
- Prepares economic development proposals.
- Works with state and federal agencies on various development issues.
- Prepares and updates the economic development plan and goals and makes economic development recommendations for these entities.
- Serves as a liaison between the government entities and the business community.
- Seeks economic/housing development grants. Administers grants as necessary.
- Administers miscellaneous development and construction projects as necessary.
- Analyzes and responds to development inquiries and proposals.
- Maintains and updates records and reports related to the position and its functions.
- Assists with preparation of annual economic development budget and the annual State of the City presentation.
- Provides professional advice to the Lyons Area Chamber of Commerce as necessary.
- Provides leadership and direction in the development of short and long range plans; gathers, interprets and prepares data for studies, reports and recommendations; coordinates activities with other departments and agencies as needed.
- Provides professional advice to the City Administrator, Governing Body and Planning Commission as assigned; makes presentations to supervisors, boards, commissions, civic groups and the general public.
- Communicates official plans, policies and procedures to staff and general public, as assigned.
- Prepares a variety of studies, reports and related information for decision-making purposes.

Additional Examples of Work:

- Performs clerical duties related to the above responsibilities;
- Coordinate with Rice County Economic Development Coordinator;
- Assists Maintains and disseminates demographic data;
- Participates in tourism-related promotional and development activities;
- Represents the region at various conferences and meetings;
- Other duties as assigned.

Position Requirements:

- Two to four (4) years of progressively responsible experience in community & economic development and/or governmental administration and finance.
- Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six months to one year of employment.

Education: Graduation from an accredited four-year college or university with a degree in business or public administration, accounting, finance, or a closely related field;

Technical Skills:

- Considerable knowledge of modern community and economic development principles and practices.
- Knowledge of local, state and federal government process and programs relating to community development and housing activities.
- Knowledge of modern governmental principles and practices.
- Knowledge of public finance and fiscal planning.
- Knowledge of computers and skills in Excel, Access and Microsoft word.
- Skill in operating the listed tools and equipment.
- A valid State driver's license.
- Must be bondable.

Organizational Aptitude.

- Ability to communicate effectively both orally and in writing.
- Ability to work well with people.
- Ability to understand and anticipate problems, to concentrate on tasks during the presence of distractions, and to understand written instructions.
- Ability to take direction from multiple, independent sources.

Problem Solving: Problem solving is a factor in this position. Ability to prepare and analyze complex reports and to work independently, establish priorities, exercise judgment and meet deadlines.

Decision Making: Decision-making is a factor in this position. Prioritizing and routing the incoming needs of citizens, staff, and city council. Confidentiality issues.

Accountability: This employee is responsible for department equipment and resources, possess limited authority to purchase necessary supplies, and participates in the annual budget process.

Supervision: Supervision is provided by the City Administrator and job related decisions are reviewed. Exercises supervision as assigned.

Personal Relations:

- Daily contact with co-workers, other departments, frequent contact with the City Administrator, City Clerk, other Department Heads
- Contact with the Governing Body, Planning Commission and Mayor are expected.
- Ability to establish and maintain effective working relationships with the public, employees, private business, and elected officials.

Working Conditions: No adverse working conditions exist within this position.

Physical Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle or feel objects, tools or controls and reach with hands and arms. The employee is occasionally required to stand or walk. The employee may lift and/or move up to 25 pounds, and occasionally lift or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.