

CITY OF BEAVERTON

Economic Development Project Coordinator

General Summary

Develop, implement and administer economic development-related projects. Act as liaison between the City and community.

Key Distinguishing Duties

Lead projects and/or programs as directed and conduct related research.

Essential Functions

Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.

1. Coordinate Economic Development projects as assigned. Develop, review and recommend approval of program/project work plans, services, policies, procedures, and reports. Evaluate program/project effectiveness and recommend actions for improvement as necessary.
2. Research, develop, and recommend new economic development programs or projects. Recommend program improvements to existing programs.
3. Conduct business information research, analyze and interpret fiscal, demographic, market, and related economic data.
4. Develop work plans, timelines, and resource allocations for assigned projects. Monitor progress to ensure objectives are met.
5. Provide technical services as needed in program area, including the more difficult, sensitive, and demanding areas.
6. Develop and coordinate competitive process for selecting public service projects for funding. Review fiscal, environmental, and administrative documents and conduct site visits to monitor program compliance with local, state, and federal requirements.
7. Promote and market programs. Provide positive public relations and customer service. Coordinate with other City departments, other agencies, school districts, businesses, and customers. Develop and design materials to promote program area.
8. Monitor and provide assistance to business and property owners and business organizations involved in downtown redevelopment. Promote redevelopment opportunities in the downtown to private sector development interests. Prepare support data and information, including possible application of city incentives.
9. Manage multiple projects and collaborate with a variety of colleagues, matrix relationships, internal clients, senior management, etc.
10. Work independently, prioritize tasks, and handle numerous competing demands.

11. Serve as a member of the Economic Development team. May evaluate performance and program effectiveness and recommend action for improvement, as necessary.
12. Participate in operational processes including staff selection, budget preparation/monitoring, policy/procedure development, and implementation.
13. Serve as a model for accomplishing the City's vision and goals. Model and promote an environment that supports the highest quality results. Provide excellence in internal and external customer service. Create a positive experience for customers through professional and courteous behavior and creative problem resolution.
14. Produce an acceptable quantity and quality of work that is completed within established timelines.
15. Represent the City to the public, in legal or administrative proceedings, to other organizations or entities and in other situations, as required. Make presentations and provide comment and testimony. Advance and protect the interests of the City and its citizens in all matters.
16. Develop safe work habits and follow all required safety policies, procedures, and techniques. Contribute to the safety of self, coworkers, and the general public.
17. Participate in the City Emergency Management program, including classes, training sessions, and emergency events.
18. Follow standards as outlined in the Employee Handbook.
19. Support and respect diversity in the workplace.

Other Functions

1. Serve on or provide support to a variety of committees, task forces and advisory groups as necessary. May attend evening or weekend meetings.
2. Perform related duties of a similar scope and nature.

Knowledge Required

- Advanced knowledge of economic development policies and procedures.
- Advanced knowledge of economic and real estate development principles and practices.
- Advanced knowledge of project coordination principles and methods.
- Working knowledge of the laws, practices, and principles of development/redevelopment.
- Working knowledge of local, state and federal economic development programs, rules and regulations.
- Working knowledge of practices and principles of public/business administration and decision making.
- Working knowledge of strategic planning methods with an emphasis on services related to assignments.
- Working knowledge of public purchasing and contracting laws and regulations.

Skills/Abilities Required

- Advanced ability to apply excellent internal and external customer service skills.
- Advanced ability to communicate effectively, both orally and in writing, with diverse customers, employees, contractors, other agencies, public officials, and the general public.
- Strong skill in conceptual analysis and policy/program development and implementation.
- Strong data analysis skills, including first and secondary sources and research.
- Strong ability to monitor and evaluate programs, facilitate group processes, including conflict resolution and consensus building, productively manage and/or participate on a team and in a team environment, including the ability to develop a team approach to producing high quality results.
- Strong ability to demonstrate leadership behavior to employees, contractors, public officials, other agencies, customers, and the general public and to establish and maintain effective working relationships with employees, contractors, other agencies, public officials, and the general public.
- Strong ability to use word processing, spreadsheet programs, or other application software, as required for position.
- Ability to develop and make verbal, written, and PowerPoint presentations and develop reports that may include technical information.

Minimum Qualifications Required for Entry

Bachelor’s degree in business/public administration, urban planning, economics or political science or a related field and four years of progressively responsible experience in coordinating economic development projects, urban planning projects, federal programs, or public/non-profit projects; or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

Licensing/Special Requirements

- Positions in this classification are required to possess a valid driver’s license and the ability to meet the City’s driving standards.

Working Conditions

Regular focus on a computer screen; daily use of a keyboard or similar device; occasional dealing with distraught or difficult individuals; occasional attendance at meetings or activities outside of normal working hours; occasional operation of a motor vehicle on public roads.

Classification History

Classification created: October 2002
Revised: 11/04, 1/09, 10/11, 10/12
Status: M2
FLSA: Exempt

Department Head Signature

Human Resources Signature

Date

Date