

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE:	ECONOMIC DEVELOPMENT COORDINATOR	CLASS CODE: 0009
DEPARTMENT:	ADMINISTRATION	FLSA STATUS: E
REPORTS TO:	CEO	DATE: 03/06
CIVIL SERVICE STATUS:	EXEMPT – AT WILL	BARGAINING UNIT: MGT
UNREP		

JOB SUMMARY: Under general direction plans, serves as Economic Development Coordinator; provides for the implementation of the County's economic development activities. Position is exempt from Civil Service.

DISTINGUISHING CHARACTERISTICS: Under the direction of the Chief Executive Officer is responsible for coordinating, monitoring, and providing for the implementation of the County's economic development activities; and performing administrative and analytical work related to economic activity. This single position classification exists only in the County Executive Office. This position requires managerial level experience and the ability to perform a wide variety of responsible administrative and economic development functions without direction except as new or unusual circumstances require.

SUPERVISION EXERCISED: Exercises no supervision. This class may provide training to other staff.

EXAMPLE OF DUTIES: (Duties may include, but are not limited to the following)

- Assists the County, cities, districts and other agencies in planning, developing, monitoring, implementing, and evaluating funding sources and various programs and/or projects related to economic development.
- Researches, analyzes and interprets economic, labor market and other data; prepares reports and recommendations; prepares grant applications; assists in the development of ordinances, policies, procedures, and standards for the County.
- Advises and/or participates in various workshops, public hearings, advisory committees, and/or public meetings; may represent the Chief Executive Officer in meetings.
- Manages annual and individual projects by conducting complex research and works with outside agencies department directors for the purpose of assigning and/or coordinating projects and programs.
- Assists departments with matters involving public relations to ensure clients are well served.
- Assists preparation of the agenda, evaluates requests, makes recommendations, and attends Board meetings.
- Negotiates or supervises contract negotiations; ensures that contracts are properly executed in accordance with laws and limitations.
- Directs department directors, heads and their employees for the purpose of coordinating projects and programs.
- Assists the Board of Supervisors on legislation; suggests changes in legislation advocacy program, makes recommendations and reviews requests from department directors involving legislative activities.
- Carries out policies, procedures and applicable laws including planning, assigning and directing work; establishing deadlines; addressing complaints and resolving problems; and/or recommending action to the Board for elected positions on behalf of CEO or Board of Supervisors directives.
- Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED: General Office Equipment; Computer

MINIMUM QUALIFICATIONS REQUIRED: Bachelor's degree from an accredited four-year college or university in Public Administration, Business, Accounting or related field; and two years of professional experience in the economic development, redevelopment or community development field.

Desirable Qualifications: A Master's degree from an accredited college or university in Public Administration, Business, Accounting or related field, and experience with Housing and Urban Development (HUD) requirements, administration and financing.

Licenses and Certifications: Valid State Driver's License

Knowledge

- County government, organization, and operations.
- Principles, practices, and methods used in economic development planning and administrative and budgetary analysis of State, Federal and local laws and regulations relating to economic redevelopment.
- Sources of funding for economic development, redevelopment, and community development activities.
- Principles and practices of budget development and administration.
- Business computer applications, particularly as relating to statistical analysis.

Skills

- Using tact, discretion, initiative and independent judgment within established administrative, environmental, fiscal and departmental guidelines.
- Researching, compiling, and summarizing a variety of informational and statistical data and materials.
- Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.
- Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.
- Communicating clearly and effectively, both orally and in writing.

Abilities

- Collect, evaluate, and interpret information and data.
- Prepare comprehensive reports, correspondence and other written materials; to effectively prepare applications for funding; to administer contracts and grants including Economic Development Grants.
- Interpret and apply laws, regulations, policies and procedures.
- Establish and maintain effective working relationships with department officials, County employees, and outside agencies.
- Exercise sound judgment within established policy guidelines; to coordinate multiple projects and meet critical deadlines.
- Write clearly and concisely in order to prepare technical reports, correspondence and maintain records.

PHYSICAL REQUIREMENTS: While performing the essential functions of this job the employee is frequently required to sit, use hands to finger, handle, or feel, reach with hands and arms, and speak and hear. The employee is occasionally required to stand, and lift and/or move up to 30 pounds.

WORKING CONDITIONS: Work is typically performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust. The incumbent's working conditions are typically moderately quiet.

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This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.