

**Development Authority of Columbia County
Position Description**

Working Title: Economic Development Coordinator

Work Location: Center for Trade and Tourism

Reports To (Title): Executive Director

Date Prepared: April 12, 2017

Approved By: Executive Director

Position Summary

The Economic Development Coordinator will be responsible for the coordination of the Business Retention and Expansion Program for the Development Authority of Columbia County.

The Economic Development Coordinator must be dynamic, high-energy, organized, and able to support cross-functional coordination in a fast paced environment. The Economic Development Coordinator must also possess excellent judgment and have a proven ability to independently manage multiple tasks and projects with competing priorities and deadlines, screen and prioritize communications from external and internal sources, organize and maintain administrative processes, and handle details of a highly confidential and critical nature.

Duties and responsibilities include, but are not limited to, coordinating, directing, and implementing programs and projects that support commercial, office, and industrial development; workforce development; supports the attraction, retention and expansion of and provides assistance to domestic and international businesses; development of public facilities and infrastructure; small business development initiatives; and/or other economic development, redevelopment, or capital improvement programs or projects.

The Economic Development Coordinator will be required to be available during regular business hours and on occasion/as needed on evenings and/or weekends, to provide support and assistance to the Executive Director. Some travel will be required.

Principal Accountabilities

- Possesses the ability to anticipate the Executive Director's needs and proactively brings together appropriate people and resources to support the Executive Director in addressing a variety of issues.
- Supports business retention and expansion efforts.
- Conducts regular existing industry visits
- Develops and conducts an annual existing industry survey
- Serves as liaison between local businesses and the Development Authority.
- Responds to and tracks existing industry requests for the support
- Supports the workforce development and training needs of local businesses
- Establish Existing Industry Council

- Develops and maintains existing business databases used by the Development Authority
- Organizes existing industry programs, events, meetings or conferences by arranging facilities and caterers, issues information or invitations, coordinates speakers for events, and manages event budget.
- Provides technical expertise and information to encourage cooperation and efficiency of the existing industry program.
- Manages the Existing Business and Workforce Development Committee
- Work to implement the SRS CRO Regional Workforce Study recommendations
- Understands organizational policies and procedures necessary to ensure appropriate decision-making protocols are followed.
- Develops and recommends new communication methods and enhancements to better support local businesses.
- Researches, analyzes, and promotes economic and market trends.
- Assist with the development of marketing materials used in all aspects of economic development.
- Update information on internet, including social media, tracking of property inventory, demographic data, etc.
- Organize and prepare demographic data for website.
- Assists in collecting statistical information needed for preparing RFI(s)/RFP(s).
- Prepares reports/documents to send to professional printers to be published.
- Performs other duties as assigned.
- Must be able to work independently with little direction.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Confidentiality

Must maintain the highest level of confidentiality of client and prospect files and information.

Professionalism

The individual will interact with business leaders in a local, state, and national level and must present a professional, business appearance and attitude.

Education and/or Experience

A bachelor's degree in public administration, public relations, marketing, business, or a similar course of study is required. Two to three years' experience in research based economic development. Equivalent combinations of education and experience may be considered for the minimum requirements.

Language/Communication Skills

Must be able to communicate effectively with co-workers, board members, prospects, and partners. Ability to read, analyze, and interpret common tasks. Ability to effectively present information to management. Must excellent written, oral and presentation skills, and must maintain effective interpersonal relationships.

Grant Writing Skills

Must possess experience and/or knowledge of grant writing and have an understanding of grant administration. A proven track record is preferred.

Mathematical Skills

Ability to apply concepts of basic math, including addition, subtraction, multiplication, and division. An understanding of basic accounting principles is necessary.

Computer Skills

Must have proven skills in basic computer applications to include: internet, QuickBooks, web-based administration, social media, and Microsoft Office Suite, including PowerPoint, Publisher, Excel, Word, etc.

Reasoning Ability

Ability to define problems, collect and analyze data, establish facts, and draw valid conclusions.

Certificates, Licenses, & Registrations

Valid state driver's license and current proof of vehicle insurance.

Physical Demands

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 stand, stoop, walk, sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel. The employee is frequently required to reach with hands and arms. Must be capable of lifting and moving a minimum of 5 lbs to a maximum of 25 lbs with minimum assistance.

Work Environment

Must have the ability to take initiative, work independently, and multitask. Must be adaptable to an every changing fast paced work environment. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.