

CITY OF EMERYVILLE
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Title: COMMUNITY AND ECONOMIC DEVELOPMENT COORDINATOR I/II
FLSA Status: Non-Exempt
Job Code: 1450

ABOUT THE POSITION:

Under the direction of the Community and Economic Development Director, the Community and Economic Development Coordinator (CDC) I/II provide a variety of detailed, professional and specialized assignments for the Community and Economic Development Department; provide professional level support in the areas of economic development, redevelopment, community development and housing; perform related duties as required.

DISTINGUISHING CHARACTERISTICS:

CEDC I is an entry level professional classification. Responsibilities include specific assignments that are well-defined and often times limited to support of other department professionals and the Director. As experience is gained, assignments may become more broad and project oriented, working more independently. The work is reviewed while in progress and upon completion. Experience gained at the entry level qualifies an incumbent for advancement to CEDC II. Such advancement is based on an incumbent having gained sufficient knowledge and experience to assume the higher level duties and responsibilities.

CEDC II is a journey level professional classification. Incumbents function independently with little direction and utilize technical, professional, and interpersonal skills in economic development, redevelopment, and/or housing.

EXAMPLES OF DUTIES: The examples of duties listed below are illustrative only. They are not meant to be an exhaustive list of all duties and responsibilities required of the classifications.

Designs, implements, and monitors department projects/programs in economic development, redevelopment, and/or housing. Manages such programs from concept to completion including construction management activities.

Collects, interprets, and analyzes data utilizing a variety of methods.

Performs financial analysis of proposed real estate and commercial development projects.

Evaluates economic and community needs regarding land use for economic, redevelopment, and/or housing projects.

Provides assistance to local business and property owners to improve business operations or renovate property.

Performs a variety of tasks related to negotiation, acquisition, condemnation and disposition of property.

Solicits proposals and makes recommendations regarding selection of professional consulting services.

Oversees site clearance, site remediation, site improvement, and relocation for a variety of redevelopment projects.

Prepares, negotiates, and manages a variety of contracts involving consultative and development activities.

Prepares reports for a various City bodies including the City Council, Redevelopment Agency, and City commissions; may preside over project committee meetings.

Makes oral presentations before Various City bodies including the City Council, Redevelopment Agency, and City commissions.

Establishes and maintains project work plans, budgets, expenditure reports, and schedules.

Monitors activities for compliance with state and federal regulations.

Provides technical and professional assistance to business owners, business associations, citizens* groups, and other City departments as required.

Performs related duties as required.

QUALIFICATIONS:

Knowledge of the principles and practices of public administration; operation of a City government; research and analytical methods including statistical analysis; principles and practices of economic development, redevelopment, and housing development; federal, state and other resources for economic development and housing development; laws governing land use, real estate transactions, and redevelopment; planning and zoning regulations and process; real estate acquisition and methods of public financing; personal computers and related software; methods of recordkeeping; English language; various methods of communication including report writing, and oral and graphic presentations.

Ability to perform routine and complex administrative work with speed and accuracy; prioritize and manage multiple projects/programs simultaneously; make inspections of potential development sites and site under development; read, interpret and apply a variety of laws related to economic development, redevelopment, and housing; read, interpret and apply federal, state, and City legislation, regulations, guidelines, codes, policies and procedures; establish and maintain records: conduct research, analyze data, and make appropriate recommendations; communicate effectively in written and verbal methods; make oral presentations; set priorities and meet deadlines: establish and maintain effective working relationships with those contacted in the course of the work. operate a personal computer; obtain and maintain a valid California Drive License; perform related duties.

Physical Requirements:

Ability to obtain and maintain a California Class “C” Driver License; make site visits and inspections of potential construction sites and those under construction; traverse uneven terrain; operate a personal computer; make oral presentations.

MINIMUM QUALIFICATIONS:

Any combination of education and experience that will likely produce the knowledge, skills and abilities required for the positions is qualifying. A typical way of qualifying is:

CEDC I: Equivalent to graduation from an accredited college or university with major course work in public or business administration, economics, planning or a closely related field.

CEDC II: Equivalent to graduation from an accredited college or university with major course work in public or business administration, economics, planning or a closely related field, and four years related experience.