

## CLASS SPECIFICATION

Yuba County

August 1999

---

**CLASS TITLE:** Economic Development Coordinator

**FLSA STATUS:** Exempt

---

### **JOB SUMMARY:**

Under administrative direction of the County Administrative Office, plans, coordinates, supervises and directs the implementation of the County's economic development activities, including business retention and recruitment, performs analytical and administrative functions as required; participates as a member of the office's management team; performs related work as assigned.

### **CLASS CHARACTERISTICS:**

This position is responsible for the coordination of the County's economic development activities. Positions at this level require highly specialized knowledge, abilities, skills and experience and often exercise independent judgment in the performance of duties. Work is judged primarily on overall results with great latitude in determining work methods and assignment requirements. Work may require the development of recommendations consistent with directives, policies and regulations. The incumbent may supervise a small unit consisting of professional, technical and/or clerical personnel involved in economic development activities.

### **EXAMPLE OF DUTIES:**

#### **Essential:**

- Coordinates County responses to business location/attribution inquiries from the Yuba Sutter Economic Development Corporation (YSEDC), California Trade and Commerce Agency and other agencies, including site visits, etc.
- Researches, analyzes, prepares and reports recommendations on grants associated with economic development, including the EDBG block grant.
- Monitors grants and contracts for compliance with pertinent regulations and to ensure that goals are met; prepares financial statements and quarterly reports.
- Convenes, coordinates and participates in the County's EDBG loan committee to approve or disapprove all loans referred from the YSEDC subsequent to loan processing and underwriting analysis.
- Develops and updates the County economic development strategy and other related policies.
- Designs, compiles and maintains an economic development resource database, including a commercial/industrial real estate inventory, land costs and lease rates, and business and County demographic profiles.
- Designs and produces promotional materials, printed, electronic, etc., specific to Yuba County, including packages that can be customized to individual business inquiries.
- May establish and coordinate a Yuba County film commission and other tourism-related promotional efforts.
- Performs analytical studies related to the economic benefit of various industries and businesses and recommends County policies to foster targeted businesses.
- Acts as liaison with other County departments, State agencies, cities, businesses, other outside agencies and community groups to further Yuba County's specific strategic goals; may represent the

- County Administrator in meetings.
- Reports regularly to the CAO, County departments, and the Board on economic development in the County.
- Researches, analyzes, and interprets economic, labor market and other data; prepares reports and recommendations.
- Keeps abreast of the larger developments in federal and state regulations pertaining to economic development.
- Assists cities, districts, and other agencies in identifying economic development needs and developing strategies and programs.
- Directs and supervises professional, contract, and/or technical staff engaged in various economic development activities.
- Interprets, explains and makes recommendations on various laws, regulations and policies pertaining to economic development.
- Meets with representatives from other governing bodies and community organizations to encourage cooperative action or resolve problems.
- Prepares and/or generates various reports, charts, correspondence and documentation.
- Performs research as required; gathers and analyzes statistical data.
- Interprets and enforces provisions of County, state and city laws and regulations, and other policies and standards to potential applicants and the public; answers telephone and office inquiries regarding the County and local governmental ordinances and requirements.
- Uses computers and software programs for various technical planning projects and studies.
- Prepares a variety of written communications, including analytical reports and correspondence; prepares and directs the preparation of graphic materials.
- Conducts field investigations related to economic development plans.
- Makes oral and graphic presentations or prepares material for presentation to Boards and commissions and community groups; answers questions and provides information and assistance to the public in person, on the telephone and in writing.

**Important:**

- Uses standard office equipment, including a computer, in the course of work; drives a motor vehicle to attend meetings and to visit various locations throughout the County and State.

**QUALIFICATIONS:**

**Knowledge of:**

Principles, practices, and methods used in economic development planning; mathematical, analytical and scientific practices related to the work; State, Federal, and local laws and regulations relating to economic development and Community Development Block Grants; sources of funding for economic development, redevelopment, and community development activities; research and statistical methods and techniques; municipal/government financing techniques; standard office equipment and audio/visual equipment, and basic computer applications and techniques.

**Ability to:**

Develop, coordinate and implement an economic development program for the County; analyze complex administrative and economic problems, evaluating alternatives and reaching sound conclusions; collect, analyze and interpret information and data pertaining to economic development activities; coordinate multiple projects and meet critical deadlines; make presentations and speak effectively in public; establish and maintain effective interpersonal relations with the

general public and personnel at all organizational levels; instruct, persuade, negotiate and motivate individuals with diverse backgrounds and business interests; administer contracts and grants; prepare comprehensive reports, correspondence, and other written material; interpret and apply laws, regulations, policies and procedures; represent the County; work closely with prospective residents, property owners, businesses, Realtors, developers and other persons to facilitate development activities; communicate effectively both orally and in writing; operate standard office equipment and audio\visual equipment; operate a motor vehicle; and utilize various software programs relevant to the position.

**Physical Demands:**

Mobility to work in a typical office setting, use standard office equipment, and to drive a motor vehicle in order to attend meetings and inspect various County sites; vision to read printed materials including a VDT screen, and hearing and speech to communicate in person or over the telephone.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

**Working Conditions:**

Attend meetings outside of normal working hours.

**Licensing and Certification:**

Possess a valid California Class C driver's license.

**Education and Experience:**

Any combination of education and experience which provides the required knowledge and skills is acceptable; a typical way of gaining the knowledge and skills is outlined below.

Equivalent to a baccalaureate degree or completion of core course work from an accredited college or university in Urban or Regional Planning, Business Administration, Finance, Economics, Public Administration, or a closely related field; and three years of professional, analytical and/or program management experience in the economic, redevelopment or community development field, preferably in a public agency setting. A Masters Degree in a related area is desirable.

**This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.**