



Humboldt County Human Resources

Economic Development Coordinator (M/C)

Class Title

Economic Development Coordinator (M/C)

Class Code

0638

Salary

\$33.23 - \$42.64 Hourly

DEFINITION

Under direction, plans, coordinates, monitors, and provides for the implementation of the County's economic development activities; performs administrative and analytical work related to economic development; performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is a skilled professional class responsible for a variety of County-wide economic development activities, such as; infra-structure development and enhancement, job creation, loan programs, business assistance, redevelopment, housing and workforce development. The incumbent has considerable latitude for the exercise of independent judgment and decision-making.

EXAMPLE OF DUTIES

- Directs and participates in planning, developing, monitoring and implementing a variety of programs and/or projects related to economic development, infra-structure, housing and related areas of need.
- Directs and participates in feasibility studies, marketing analysis, financing research, needs assessments, labor market and other data and community needs; interprets data; prepares reports and recommendations.
- Administers economic development programs which may be funded by one or more public and/or private funding sources; monitors grants and contracts for compliance with pertinent regulations and to ensure that goals are met; prepares financial statements and quarterly reports.
- Evaluates and recommends economic development projects; administers loan programs; recommends projects and loans for funding; prepares reports and makes presentations to applicable boards and commissions.
- Conducts public meetings, receives input, provides information, compiles data and prepares reports
- Prepares budgets, monitor expenditures, prepares a variety of routine and special

financial reports.

- Acts as lead or chairperson for a variety of economic development committees and boards; prepares or directs the preparation of meeting agendas, supporting documents, and staff reports as required.

- Maintains liaison with other County departments, State agencies, cities, and community groups; may represent the County Administrative Officer or Director of Community

Development Services in meetings as assigned.

- Assists cities, districts, and other agencies in identifying economic development needs and developing strategies and programs; provides technical assistance, program evaluation and assistance to others as needed.

- Identifies and evaluates potential funding sources for economic development activities; prepares grant applications.

- Responsible for the development and preparation of a Countywide Economic Development Plan and Redevelopment Program.

- Participates in the hiring of staff; trains staff in department procedures; evaluates employee performance, counsels employees and effectively recommends disciplinary and other personnel actions.

QUALIFICATIONS

Knowledge of:

- Principles, practices and methods used in economic development planning and administrative and budgetary analysis.
- Applicable State, Federal, and local laws and regulations.
- Sources of funding for economic development, redevelopment, and community development activities.
- Business computer applications, particularly as relating to statistical analysis.
- Principles and practices of budget development and administration.
- Current literature and trends in the field of economic development planning.
- Principles and practices of supervision.

Skill in:

- Analyzing complex administrative and economic problems, evaluating alternatives and reaching a sound conclusion.
- Collecting, evaluating, and interpreting information and data.
- Preparing applications for funding.
- Preparing comprehensive reports, correspondence and other written materials.
- Administering Federal and State grants and contracts.
- Interpreting and applying laws, regulations, policies and procedures.
- Representing the County effectively in meetings with other agencies, community groups, and the public.
- Exercising sound judgment within established policy guidelines.
- Coordinating multiple projects and meeting critical deadlines.
- Maintaining accurate files and records.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Other Requirements:

Must possess a valid California driver's license.

Desirable Education and Experience:

A typical way to obtain the knowledge and skills outlined above is:

Equivalent to graduation from a four year college or university with major coursework in urban or regional planning, public or business administration, community development or a closely related field and three years of professional experience in the economic development, redevelopment or community development field.