



Job Description		
Job Title	Economic Development Coordinator	Classification Code: 100-11
Department	Administration	
Salary	\$49,574.30 to \$54,734.03	
Work Schedule	8 hour shift - Overtime	
Hours of Work	8am to 5pm	
Direct Supervisor	City Administrator	
Status	Full-Time - Temporary	
Position Summary	Performs responsible and professional work related to economic and community development, policy formulation, project development and coordination and related research. Coordinates significant development projects that impact the community's tax base. Researches and applies for State and Federal grant funding.	
Responsibilities, Tasks & Duties	<p>Researches, administers, participates in and advises the City Administrator regarding economic development programs, projects and activities.</p> <p>Develops and maintains a working knowledge of public and private financing and implementation techniques related to economic and community development, including State and Federal economic development policies and tools available to Waynesville developers.</p> <p>Aids in the negotiation of complex development agreements and prepares incentive packages for priority developments.</p> <p>Researches, writes and applies for State and Federal grant funding for various projects within the City, to include utility infrastructure, the arts, economic development, etc.</p> <p>Serves as a City representative with partner organizations.</p> <p>Participates as a member of the City's Leadership Team, assists the City in other ways as needed and performs related work as required.</p>	
Education/Work Experience	<p>Required: Basic knowledge of municipal organizations including policies & procedures, utility infrastructure, municipal finance and zoning and code enforcement.</p> <p>Basic knowledge of ED principles, practices and implementation methods, business development, redevelopment, marketing and local government financial incentives.</p> <p>3-5 years writing/applying and facilitating grant funding opportunities and projects for utility infrastructure, the arts, ED and other municipal projects.</p> <p>Basic knowledge of City, State and Federal statutes, rules, codes and regulations relating to ED.</p> <p>Bachelor's Degree in Urban Planning, Marketing, Business or Public Administration OR 3 years experience in ED programs and principles, public administration or Business/Urban Planning</p> <p>Principals of record keeping, records management and contract management</p>	

	<p>Able to establish and maintain good working relationships with City employees, other ED agencies, businesses, neighborhood associations and the general public</p> <p>Ability to analyze and evaluate needs of the City in order to develop ED strategies</p> <p>Preferred: A Master's Degree in Economic Development or Business Administration.</p> <p>Professional certification as a Certified Economic Developer (CEcD) from International Economic Development Council.</p> <p>State or Federal Grant Writer Certification.</p> <p>5 or more years as an Economic Development Coordinator or other related position.</p> <p>Wrote/Applied for and received grant funding involving major utility infrastructure, business development/redevelopment programs and projects.</p>
Physical Requirements	Must have the ability to operate a computer keyboard and mouse; hold and grip objects; pushes and pulls up to 25 lbs.
<p><i>This job description is not intended to be all-inclusive. Employees may be expected to perform other duties as necessary for the effective operation of their department and the City. In addition, employees may be required to work additional or varying hours and typical or non-typical duties during emergency or similar situations.</i></p>	
Print Employee's Name	
Employee Signature:	Date: