



POSITION DESCRIPTION – ECONOMIC DEVELOPMENT COORDINATOR

DEFINITION

This is a skilled, full time, exempt position under the direct supervision of the Assistant City Administrator. The Economic Development Coordinator is responsible for facilitating, promoting and ensuring community and economic development in order to secure opportunities for economic and business development and increase local employment. He or she will promote the City of Spring Hill in order to expand economic development opportunities.

EQUIPMENT/JOB LOCATION/PHYSICAL DEMANDS

This position may require the frequent use of various office equipment including, but not limited to, a personal computer; 10-key calculator, telephone, facsimile machine, copy machine, etc.

While performing this job, the employee is frequently required to walk, stand, talk and listen. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch or crawl. The employee must also use hands to operate, finger, handle, or feel objects, tools or controls, and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. The employee must possess the visual acuity to read documents. Work is principally performed indoors in a comfortable, climate controlled office environment. The employee in this position will occasionally travel to other locations, requiring some driving, as well as air travel.

ESSENTIAL FUNCTIONS OF THE JOB

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, repeated or a logical assignment to this class.

Facilitate the development of a community economic development plan including vision, goals and objectives;
Assist, coordinate, and attend the Economic Development Committee meetings and work closely with this committee;
Assess current community needs, and assist in strategies for attracting needed and desired business types;
Coordinate with the City Planning Department to facilitate proper land use according to City goals and current laws and regulations;
Maintain working knowledge of available large parcels of land and needs/desires of potential businesses;
Serve as liaison between landowners, developers, and City Staff to help facilitate business growth;
Work closely with the local, county, state and regional chambers of commerce, business alliances and existing businesses to assist in expanding operations and creating new jobs;
Create marketing materials designed to attract businesses to the Spring Hill community;
Develop and promote the Spring Hill brand, capitalizing on positive press and publicity;
Represent the City in Economic Development related meetings and other programs in lieu of, or in addition to City Administration;
Research private and public sector economic development funding opportunities;
Consult with industry and government representatives concerning eligibility requirements for funding;
Prepare proposals for funding to support community economic development;
Liaise between local organizations, businesses and individuals and representatives of government, business and industry concerning economic development;
Develop partnerships within the community and with local organizations to develop and promote opportunities.

ADDITIONAL EXAMPLES OF WORK PERFORMED

Maintain files and records of local businesses and potential business;
Attend and participate in periodic training sessions and other professional development programs;
Take minutes at meetings and maintain economic development committee files and reports;
Performs other duties as assigned.

REQUIRED KNOWLEDGE AND ABILITIES

Ability to develop and analyze business plans;
Ability to identify and promote community economic development projects and initiatives;
Ability to read, interpret, maintain knowledge of, and explain a variety of related City ordinances policies and procedures, et cetera;
Ability to follow oral and written instructions;
Ability to communicate effectively both verbally and in writing;
Ability to deal effectively and courteously with associates and the general public;
Ability to recognize and respect cultural and other differences among potential business investors, elected officials and citizens;
Knowledge and understanding of the local, state and regional economic, cultural and political environment;
Knowledge of effective negotiation and mediation techniques;
Knowledge of general business principles and financing concepts;
Ability to read and understand financial reports.

QUALIFICATIONS

High School Diploma or GED required;
Bachelor's Degree in Community Economic Development or a related field preferred;
1-2 years of related experience preferred.
Demonstrable knowledge of the region preferred.

Applications/resumes MUST be submitted online at:
www.springhilltn.org/Jobs.aspx
[Questions to staylor@springhilltn.org](mailto:staylor@springhilltn.org)
NO PHONE CALLS PLEASE.

Applications will be considered on basis of qualifications, experience, and suitability for position without regards to race, color, religion, sex or national origin. The City of Spring Hill is an EEO/AA/Title VI Employer. Minorities and Women are encouraged to apply.