

**PARK RIDGE, ILLINOIS CITY GOVERNMENT  
CLASS SPECIFICATION**

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**CLASS TITLE: ECONOMIC DEVELOPMENT COORDINATOR**  
**DEPARTMENT: ADMINISTRATION**  
**REPORTS TO: CITY MANAGER**

**CLASS CODE:**  
**FLSA STATUS: E**  
**DATE: 03/14**  
**Civil Service Test: NO**

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**JOB SUMMARY:**

Under the direction of the City Manager, administers and directs the activities of Economic Development including business retention, business growth and expansion, community relations, and marketing.

**ESSENTIAL JOB FUNCTIONS:** (All responsibilities may not be performed by all incumbents.)

Facilitate the relationship between the existing business community and the City of Park Ridge; act as a conduit for existing business and attract new businesses to the City of Park Ridge.

Monitor the business climate with regards to available space and economic development opportunities.

Determine the annual and future goals and objectives of the Economic Development program; formulate annual and multi-year budgets; monitor and approve expenses.

Develop and implement marketing strategies including, but not limited to, trade shows, press releases and the web site.

Manage the City's public outreach and communications efforts, including social media activities.

Facilitate the completion, modification, and/or implementation of a long range comprehensive economic development strategy.

Participate in matters relating to economic development incentives, TIF Districts, Redevelopment Agreements, PUDs, etc.

Serve as liaison to any and all Advisory Committees in and around the state and region with the approval of the City Manager.

Represent the City as liaison with local human and social service organizations to promote City opportunities.

Assist in the negotiation of agreements with developers regarding economic development issues.

Maintains and upgrades professional knowledge, skills, and development by attending seminars and training programs and reading trade and professional journals and publications.

Represents the organization at various functions such as making speeches at civic and business associations, meeting with influential persons within the community, developers, officials, citizens, and representatives of the press, to establish goodwill and resolve/respond to issues.

Serves as the City's liaison to the Chamber of Commerce

Complete periodic reports to the Council and City stakeholders on Economic initiatives.

Performs other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

Computer

General Office Equipment

Smart Phone

Automobile

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

Bachelor's degree from an accredited four-year college or university in business or a related field; and,

Six or more years of progressively responsible experience in a commercial or municipal setting; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

**LICENSES AND CERTIFICATIONS REQUIRED:**

Illinois Driver's License

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

Governmental policies, procedures, rules and regulations.

Experience with website content and development initiatives including use of social media.

Thorough knowledge of principles, practices, laws, ordinances and statutes of economic development.

Strong leadership skills to effectively and effectively organize, direct and coordinate the activities of the economic development program.

Excellent written and verbal communication skills; must be effective in negotiating, public speaking, consulting, conflict resolution, report writing, editing of written materials, interpretations, and analysis of technical and statistical information.

Ability to work with professional independence within the policies established by the City Manager and City Council.

Ability to establish and maintain an effective working relationship with elected officials, employees, agencies and other governmental units, and the public using strong interpersonal communication skills.

**MENTAL AND PHYSICAL ABILITIES:**

Significant ability to concentrate and pay close attention to detail in reviewing, preparing and presenting budgets, reading and writing reports, or representing City at in-house or outside public meetings.

Ability to speak effectively before groups of employees.

Ability to speak effectively before public groups and respond to questions.

Ability to define problems, collect data, establish facts and draw valid conclusions.

Ability to interpret a variety of technical instructions with abstract and/or concrete variables.

While performing the essential functions of this job the employee is frequently required to sit, use hands to finger, handle, or feel, and speak and hear.

While performing the essential functions of this job the employee is occasionally required to lift and/or move up to 10 pounds.

**WORKING CONDITIONS:**

Work is performed in a normal office environment. Some exposure to the outdoor environment when inspecting sites and locations related to the job functions.

The incumbent's working conditions are typically quiet.