

Code: 1981
Administrative Service
Statistical, Technical and Analytical Group
Urban Development Series

CLASS TITLE: Coordinator of Economic Development

CHARACTERISTICS OF THE CLASS: Under direction, the class works with business and industrial communities in obtaining resources and assistance needed to expand, retain or relocate their operations in the City of Chicago; and performs related duties as required.

ESSENTIAL DUTIES: Researches industry trends and development opportunities and recommends programs and incentives to ensure business and industries have the resources they need to remain viable and competitive in future markets; oversees the conduct of land use studies identifying business opportunities with the greatest economic development potential in the city; evaluates moderate to large scale development proposals submitted by prospective developers for feasibility, incentive requests and compliance with city development goals and prepares recommendations and submits for review by the Planning Commission; informs businesses of incentives to expand, modernize or relocate their operations in the city; negotiates redevelopment agreements with businesses seeking to expand their operations; provides technical assistance to organizations in developing long range work plans, identifying funding opportunities and acquiring land for proposed development or expansion projects; works with business and industrial communities to ensure they receive needed assistance and service from other city departments and public and private agencies; keeps local businesses and industrial councils informed of city services and programs; prepares project status reports.

RELATED DUTIES: Attends community meetings to explain proposed projects and incentive programs and respond to community concerns regarding projects effect on infrastructure, community residents and the delivery of city services.

MINIMUM QUALIFICATIONS:

Training and Experience. Graduation from an accredited college or university with a Bachelor's degree supplemented by five years of progressively responsible experience in the field of industrial or economic development, including one year of supervisory experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skill. Considerable knowledge of business management principles. Considerable knowledge of economic development trends and principles. Considerable knowledge of economic department programs and incentives. Considerable knowledge of cost benefit analysis theories and principles.

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CLASS TITLE: Coordinator of Economic Development (Cont'd)

Ability to coordinate, manage and evaluate economic development programs. Ability to establish and maintain effective working relationships with businesses and industrial communities. Ability to

analyze and evaluate development proposals. Ability to coordinate research and land use studies.

Considerable skill in the application of economic development principles. Considerable skill in developing and implementing economic development strategies, programs and incentives. Considerable research and analytical skills. Good project and financial management skills. Good interpersonal skills. Good oral and written communication skills.

Working Conditions. General office environment.

Equipment. Standard office equipment including personal computers.

NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

July, 2002
City of Chicago
Department of Personnel