



Code: 1985

Family: Planning and Urban Development
Service: Administrative
Group: Statistical, Technical And Analytical
Series: Urban Development

CLASS TITLE: COORDINATOR OF ECONOMIC DEVELOPMENT II – PLANNING & DEVELOPMENT

CHARACTERISTICS OF THE CLASS

Under direction, the class functions independently by working with business communities to obtain 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 makes recommendations of programs and incentives to ensure businesses 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 impact for designated areas
- Evaluates large scale, complex development proposals submitted by prospective developers for feasibility, incentive requests and compliance with city development goals
- Prepares and presents development recommendations to the Community Development Commission for review and approval
- Negotiates redevelopment agreements with business owners and developers, informing them of applicable incentives to expand operations
- Provides technical assistance to businesses in developing long range work plans
- Identifies funding opportunities and acquires land for proposed development or expansion projects
- Serves as liaison with business and industrial communities to coordinate applicable services from operating departments and public and private agencies
- Informs local businesses and industrial councils of city services and programs
- Attends community meetings to explain proposed projects and incentive programs and to respond to community concerns regarding pending projects' effect on infrastructure, community residents and the delivery of city services
- May provide oversight to lower level positions engaged in assisting businesses, as required

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an accredited college or university with a Bachelor's degree in Business Administration, Public Administration, Urban Planning or a directly related field, plus five years of work experience in economic development; or an equivalent combination of education, training and experience

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- General office environment
- Exposure to outdoor weather conditions

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals)

PHYSICAL REQUIREMENTS

- Ability to walk for extended periods of time

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Moderate knowledge of:

- financial incentives and funding opportunities for projects
- laws and guidelines governing urban development programs
- research methods, analysis and techniques
- data analysis and report preparation and writing

Some knowledge of:

- applicable computer software packages and applications

Knowledge of applicable City and department policies, procedures, rules, and regulations

Skills

- *ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- * COMPLEX PROBLEM SOLVING - Identify complex problems and review related information to develop and evaluate options and implement solutions
- NEGOTIATION - Bring others together and trying to reconcile differences
- *PERSUASION - Persuade others to change their minds or behavior

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand

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- DEMONSTRATE ORIGINALITY – Come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem

Other Work Requirements

- INITIATIVE - Demonstrate willingness to take on job challenges
 - LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
 - INDEPENDENCE – Develop own ways of doing things, guide oneself with little or no supervision, and depend mainly on oneself to get things done
 - INNOVATION - Think creatively about alternatives to come up with new ideas for and answers to work-related problems
 - ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems
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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
May, 2014