

Code: 1752
Administrative Service
Statistical, Technical and Analytical Group
Urban Development Series

CLASS TITLE: Economic Development Coordinator

CHARACTERISTICS OF THE CLASS: Under direction, the class functions as a high level project manager developing strategies and negotiating business agreements to promote and stimulate economic growth within the City of Chicago; and performs related duties as required.

ESSENTIAL DUTIES: Assigns and supervises the work of professional staff and private consultants engaged in researching industry trends and identifying future development opportunities; develops and implements strategies, programs and incentives to stimulate economic and business growth, ensure industries remain current with trends and develop future economic markets; plans and supervises the conduct of land use studies and the compilation and analysis of survey data identifying business opportunities with the greatest economic development potential in the city; oversees the preparation of requests for proposals announcing development opportunities within the city; evaluates complex development proposals of substantial magnitude and potential economic impact 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; provides technical assistance and works with businesses in obtaining financing and tax incentives for very large and major redevelopment agreements; directs staff and consultants conducting land use and eligibility studies of community areas for possible tax increment financing (TIF) designation; develops marketing strategies and assists in securing funds to promote Chicago as a viable business location; functions as a liaison to governmental agencies, other city departments and public and private agencies relative to collaborative projects; monitors legislation that may affect the economy as well as the city's economic development programs and prepares position papers on same.

RELATED DUTIES: Makes presentations describing proposed project to community groups, City Council committees and participating operating departments; prepares project status reports; trains lower level staff.

MINIMUM QUALIFICATIONS:

Training and Experience. Graduation from an accredited college or university with a Master's degree in Public Administration, Business Administration, Urban Planning or a related field **or** a Bachelor's degree in Architecture, supplemented by five years of experience in business development, industrial development or economic development, and two years of supervisory experience, or an equivalent combination of training and experience.

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CLASS TITLE: Economic Development Coordinator (Cont'd)

Knowledge, Abilities and Skill. Comprehensive knowledge of business management principles. Comprehensive knowledge of economic development trends and principles. Considerable knowledge of economic

development programs and incentives. Considerable knowledge of financial management and cost benefits analysis theories and principles.

Ability to assign and supervise the work of professional staff. Ability to coordinate large economic research studies. Ability to develop programs and obtain funding to market Chicago as a viable business location. Ability to manage very large complex economic development projects.

Comprehensive 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. Considerable supervisory and management skills. Considerable project and financial management skills. Good business math skills. Good interpersonal skills. Excellent 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
(Minimum Qualifications Revised: May, 2008)