

City of Oregon City**Position Description**

Position: Economic Development Coordinator	Represented: Local 350-2
Department/Site: Economic Development / City Hall	FLSA: Non-exempt
Evaluated by: Economic Development Manager	Salary Grade: 32

Summary

This position will provide support to the Economic Development Department through special project coordination, meeting coordination, marketing & promotion, grant writing, research working to maintain essential partnerships and public outreach efforts. The incumbent will need to have strong program and project management skills and experience. Strong written communication skills are required. This person will make presentations on occasion and be a positive representative of the City of Oregon City at various meetings and functions.

Distinguishing Career Features

The Economic Development Coordinator is a standalone classification. Incumbents perform assignments requiring a high level of responsibility, applying subject knowledge, and exercising independent judgment and initiative. Advancement to Economic Development Coordinator is based on the business needs of the organization.

Essential Duties and Responsibilities

- Special Project Coordination -Provides project and program coordination duties in support of the City's Economic Development programs. Develop, review and recommend approval of program/project work plans, services, policies, procedures, and reports. Evaluates program/project effectiveness and recommend actions for improvement.
- Meeting coordination-Assist in the preparation of staff reports for various groups, committees, commissions, and boards. Partnership meetings with Clackamas Community College, internal project meetings, meetings and tours with regional and state economic development partners.
- Marketing/Promotion/Grant writing - earned media, social media, press releases, website development, coordinating with Oregon City Downtown Association on downtown marketing. Grants associated with Beaver Creek Industrial Area infrastructure project
- Public Outreach -Track, update, and respond to specific inquiries relating to business development. Inform stakeholders and highlight key trends impacting the city. Use of Microsoft Office applications, databases and project management software.
- Regular and consistent attendance.
- Supports and respects diversity in the workplace.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

▪ Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.
- Problem Solving - Gathers and analyzes information skillfully; Develops alternative solutions.
- Project Management - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.
- Judgment - Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision making process.
- Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives.
- Adaptability - Manages competing demands; Able to deal with frequent change or unexpected events.

▪ Knowledge

Knowledge of local and regional economic development principles and practices, real estate development; and local, regional, and state land use laws. Knowledge of strategic planning and implementation, project management, and cultural relations. Knowledge of city planning techniques and issues. Knowledge of the use and drafting of project-related technical and legal documents.

▪ Abilities

Ability to apply and adapt established economic development and marketing principles. Ability to independently recognize problems and develop solutions. Ability to analyze data from various sources and draw logical conclusions. Ability to prepare and maintain accurate reports and records. Ability to communicate clearly and concisely, both orally and in writing. Ability to establish and maintain effective working relationships with co-workers, managers, customers, and the general public. Ability to demonstrate integrity, ingenuity, and inventiveness in the performance of assigned tasks.

▪ Physical Abilities

Requires the ability to function primarily indoors in an office environment engaged in work of primarily a sedentary nature. Requires sufficient ambulatory ability to move about to office and remote locations. Requires auditory ability to carry on audience, ordinary, and telephonic conversation. Requires near and far visual acuity to read detailed maps, drawings, other printed material, computer screens, and observe multi-dimensional physical layouts. Requires manual and finger dexterity to write and to operate microcomputers and other office equipment. Requires the ability to alternatively sit and stand for sustained periods of time to perform desk and counter work.

▪ Education and Experience

The position typically requires a Bachelor's degree in Business Administration, Marketing, Public Administration, or related field and at least three years of relevant work experience; or, an equivalent combination of experience and training sufficient to successfully perform the essential duties of the job such as those listed above.

▪ Licenses and Certificates

May require a valid driver's license.

- **Working Conditions**

Work is performed indoors where minimal safety considerations exist.
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This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.