

**CITY OF HOMER  
JOB DESCRIPTION AND SPECIFICATIONS**

**COMMUNITY AND ECONOMIC DEVELOPMENT COORDINATOR**

<b>Department:</b>	Administration	<b>Sub-Department:</b>	None
<b>Reports To:</b>	City Manager	<b>Backed Up By:</b>	Assigned Staff
<b>Supervises:</b>	None	<b>Backs Up:</b>	Assigned Staff
<b>Pay Range:</b>	23	<b>Classification:</b>	Full Time Regular
<b>FLSA Status:</b>	Exempt	<b>Updated:</b>	10/11

**GENERAL FUNCTIONS**

The Community and Economic Development Coordinator is responsible for facilitating and promoting community quality of life and economic development in order to enhance local business development and increase opportunities for local employment.

**JOB FUNCTIONS AND MAJOR ACTIVITIES**

1. Research and identify appropriate grant opportunities; prepare and submit applications to meet requirements and deadlines specified by funding agencies; and monitor grant applications throughout the application approval process.
2. Plan, coordinate and implement a methodical approach to marketing the community, including the Port and Harbor, by researching, analyzing and monitoring financial, technological and demographic factors to capitalize on market opportunities.
3. Perform research and analysis and prepare reports on special projects as assigned by City Manager.
4. Recommend city economic and community development and capital improvement initiatives to the City Manager for presentation to Mayor/Council and implement such initiatives as directed.
5. As the City's point of contact on assigned projects, coordinate projects through a systematic project management approach: conception, team selection, scheduling, monitoring, completion and evaluation. Assist City Manager and Public Works Manager with project paperwork.
6. Coordinate and prepare City's Annual Report and other city publications as directed.
7. Develop and implement a strategic plan for the City of Homer Community Economic Development Strategy (CEDS).
8. As assigned, the implementation of the City of Homer Comprehensive Plan including the areas of infrastructure, community facilities and services.
9. Coordinate and assist departments in preparation of the City's Capital Improvement Plan and Legislative Request. Compile, analyze and present plan to the Council through the City Manager.

10. Provide staff support to the Economic Development Committee and other City committees as assigned.
11. Provide assistance and support for the Mayor, City Manager and City lobbyist in regard to legislative activities.
12. Develop and disseminate information about local government.
13. As assigned, coordinate and disseminate public information.
14. Serve as City's liaison to other community and economic development organizations such as the Homer Chamber of Commerce, Kenai Peninsula Borough, the Economic Development District, etc.
15. Provide back up support to administrative personnel as assigned.
16. Perform other duties as assigned by City Manager.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Five years experience in economic development, planning, business or capital project development and management or related field or a Bachelor's degree in economics, planning, business or related field with at least two years economic development planning or related experience. Extensive knowledge of Federal and State funding sources available for economic development, grant and proposal writing techniques, and economic and social factors affecting the Kenai Peninsula. Proficiency with computers and publishing programs. Ability to research and plan, mobilize resources, project monitoring and community relations. Skill in application of planning principles, evaluation and review techniques, development strategy preparation and work plan development. Requires well developed writing and public speaking skills, judgment and tact in maintaining effective relationships with public and various agencies.

### **DECISION MAKING RESPONSIBILITIES/AUTHORITY**

Requires independent judgment to formulate innovative techniques, presentation methods, etc. Responsible for accuracy and clarity of reports and plans. Activities are a moderate source of potential liability to the City. Develops procedures for CIP and economic development procedures on a city-wide level. Moderate budget expenditure authority on unit level.

### **SUPERVISORY AUTHORITY**

None.

### **EXTERNAL VISIBILITY/CONTACT**

High frequency of contact with key City personnel, government officials, state and federal agencies concerning the capital improvement program and economic development issues. High frequency of attendance at public meetings. Moderate frequency of contact with the general public. High frequency of contact with key service personnel.

### **WORKING CONDITIONS**

Office environment. Travel to and attendance at evening meetings required.

I CERTIFY THAT I HAVE READ THIS JOB DESCRIPTION AND SPECIFICATON; IT HAS BEEN EXPLAINED TO ME. I UNDERSTAND AND ACCEPT THE EXPECTATIONS OF MY DUTIES AND RESPONSIBILITIES AS A CONDITION OF MY EMPLOYMENT AS STATED HEREIN.

---

Employee Signature

Date

---

City Manager Signature

Date

---

Personnel Director Signature

Date