

Village of Weston, Wisconsin

Job Description – Economic Development Coordinator

Division:	Services	Reports To:	Dir of Planning & Development
Department:	Planning and Development	Pay Grade:	L
FLSA Status:	Exempt	Last Updated:	12/17/2018

This description is not an announcement of a position opening. To view current openings please visit www.westonwi.gov/jobs. The following statements are intended to describe, in broad terms, the general functions and responsibility levels characteristic of positions assigned to this classification. They should not be viewed as an exhaustive list of the specific duties and prerequisites applicable to individual positions that have been so classified.

Purpose of the Position

Under the direction of the Director of Planning and Development, the Economic Development Coordinator plans, organizes, and coordinates the Village's economic, housing, and community development programs and functions. The goal of such programs will be to insure a healthy business climate, provide more goods and services, and retain and grow jobs and tax base in the Village. This Coordinator forges strategic alliances with local and prospective businesses, industries, and regional and state development entities.

Essential Duties and Responsibilities

1. Help refine and implement the Village's economic development strategy and corridor and other economic development-focused plans.
2. Implement economic development and redevelopment efforts, including the oversight of associated planning, engineering, and other contracts and assistance with development agreements.
3. Attract, retain, and help grow businesses, industries, and housing consistent with the Village's vision, understanding of Village incentives, ordinances, and other constraints and opportunities.
4. Work with other Village staff in the administration, amendment, and creation of tax incremental districts and associated project plans.
5. Develop clear standards against which economic development and redevelopment projects will be evaluated for potential Village support, and articulate the costs/benefits of development proposals to Village officials.
6. Serve as the Executive Director of the Village's Community Development Authority.
7. Keep abreast of local, county, state, and federal legislation and programs that could impact economic development activity in Weston.
8. Pursue regional, state, and federal grants, loans, and other financial incentives to support Weston's economic development, related infrastructure investment efforts, and interested businesses and developers.
9. Develop relationships with the business community and engage in business development, retention, and expansion efforts.
10. Refine and implement a business recruitment and economic development marketing strategy and promotional materials.
11. Facilitate efficient approval process for economic development entitlements, zoning, and incentives. Help guide businesses and developers through these processes.
12. Establish clear channels of communication between various partners involved in economic development, including financial institutions and real estate professionals.
13. Compile and share economic, housing, and community development data, including land availability and site selection, demographic information, community profile, business feasibility,

trade ring analysis, workforce data, development trends, and inventory of existing businesses and available industrial and commercial sites and buildings.

14. Engage in effective communications with the Department's customers, including builders and developers, business people, and residents, in accordance with Department policies and best practices in customer service.
15. Assist with other economic and community development, planning, land development, and administrative work as directed.

Job Requirements and Preferences

- Bachelor's Degree in Real Estate, Marketing, Economics, Community And Economic Development, Urban Planning, Public Administration/Affairs, or another related field (required).
- Professional experience in economic development, business development, municipal planning, or some combination (preferred).
- Valid motor vehicle operator's license (required).

Knowledge, Skills and Abilities

- Knowledge of the principles, methods, and practices of community and economic development and planning.
- Working knowledge of municipal government.
- Knowledge of real estate, finance, and promotional and marketing techniques.
- Knowledge of laws, statutes, and regulations governing economic development.
- Understanding of economic development incentive programs including tax incremental financing, and the relationship between economic development, municipal finance, and land regulation.
- Ability to read and interpret laws, policies, plans, and other documents.
- Ability to perform research and select, compile, analyze, and share data.
- Strong interpersonal communication and customer service skills.
- Interest and ability in building trusting, effective working relationships with business and development interests, Village officials and staff, community representatives, outside governmental and economic development agencies, media, and the general public.
- Familiarity with techniques in negotiation, facilitation, and conflict resolution—and skills and willingness to engage in such techniques.
- Ability to understand and be understood in written and oral communications.
- Ability to balance individual responsibilities with working in a collaborative environment.
- Ability to complete work tasks thoroughly, accurately, and in a timely manner.
- Ability to successfully manage stressful situations and heavy work volumes.
- Ability to learn, adapt to, and share new technologies in the field.
- Computer skills as follows: MS Word – Advanced; MS Excel – Intermediate; MS Power Point – Intermediate; Arcview GIS – Basic to Intermediate; Advanced Adobe Creative Suite or related – Basic to Intermediate

Work Environment

Ability to work in a standard office environment with limited exposure to hazards. Site visits may be required and may be hazardous in nature.

Acknowledgement

All requirements of the described position are subject to change over time. The employee may be required to perform other duties as requested by the Village.

Signature of Department Director: _____ Date: _____

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job.

Printed Name: _____

Signature: _____ Date: _____

The Village of Weston is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals and encourages both prospective and current employees to discuss potential accommodations with the employer.

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions and skills needed. It is not intended as a complete list of jobs, duties, responsibilities, and/or essential functions. This description is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under supervision. The Village retains and reserves any and all rights to change, modify, amend, add or delete, from any section of this document as it deems, in its judgment to be proper.