



CITY OF CEDAR RAPIDS

Job Description

Economic Development Coordinator

DEPARTMENT

City Manager

REPORTS TO

Economic
Development
Manager

DIRECT REPORTS

None

PAY PLAN

Non-bargaining

JOB CODE

NB515

JOB CATEGORY

Professional

GRADE

C8

FLSA STATUS

Exempt

POSITION TYPE

Full-time

PAY SCHEDULE

Bi-weekly

GENERAL SUMMARY

Assists with managing, negotiating and facilitating public actions necessary to implement the City's Economic Development Programs.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Prepares, negotiates, implements, and monitors actions and documentation necessary to implement City financial incentive tools, development agreements, urban renewal plans, urban revitalization areas, real estate contracts, leases, etc.
- Prepares reports, city council documents, recommendations, and presentations for projects receiving financial incentives.
- Makes oral presentations to City Council, City Planning Commission, and other public and private groups.
- Gathers and analyzes existing industry/economic data, measures performance of economic development program.
- Conducts tax and public benefit analysis for economic development projects, tax revenue & liability projection, financial gap analysis, and deal structuring/underwriting.
- Budgets, tracks, monitors, and implements economic development projects. Projects future financial obligations of projects.
- Calculates and implements annual TIF payments, coordinates with Finance department on bond schedules & TIF district revenue projections, and oversees reporting/monitoring of TIF and URTE projects.
- Maintains database information for project tracking, payments schedules, and reporting.
- Participates in meetings with business, developers, consultants, site selectors, partner economic development organizations, or others concerning proposed or ongoing economic development projects.
- Performs related work as required.

MINIMUM QUALIFICATIONS

Required Education and Experience

- Bachelor's degree from an accredited college or university in Planning, Public Administration, Business, Economics, Real Estate, or a related field and
- Three (3) to five (5) years of experience in Economic Development, Real Estate or a related field or
- An equivalent combination of education and/or experience
- Excellent written, verbal and interpersonal communication skills
- Proficiency with Microsoft Office
- Ability to work collaboratively with a diverse population

Required Licenses or Certifications

- None

Desired Qualifications

- Economic Development Financial Professional (EDFP)
- Certified Economic Developer (CEcD)

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Real estate valuation and taxation
- Federal and State law related to City financial incentive tools
- Codes, rules, and regulations related to land development, zoning, and construction
- Federal and State economic development, redevelopment, and housing incentive tools
- Budget and project management
- Economic development principles

Skills in:

- Negotiation
- Analyze data and make recommendations
- Communicating effectively with policy makers as well as internal and external stakeholders using both technical and non-technical language

Ability to:

- Work cooperatively and develop and maintain effective working relationships
- Develop and deliver public presentations for a wide variety of audiences
- Conduct thorough due diligence on economic development projects
- Prepare accurate and reliable reports
- Market the City's economic development programs, goals and objectives