

May 25, 2018

External/Internal

**CITY OF NEW LONDON  
CONNECTICUT**

**RECRUITING ANNOUNCEMENT**

**AN EQUAL OPPORTUNITY EMPLOYER**

**Position title: Economic Development Coordinator**

**Salary: \$77,568-\$89,923/per annum**

**General Description of Job:**

Responsible for providing primary assistance to the Director of Development and Planning in developing and implementing programs designed to encourage investment in the City of New London, resulting in tax base growth and/or additional employment opportunities. Provides technical consultation and staff services to the Redevelopment Agency, Foreign Trade Zone and Revolving Loan Committee.

**Minimum Requirements:**

Graduation from an accredited college or university with a Bachelor's degree with major work in Economics, Public Administration, Planning or related field and five (5) years related work experience, or satisfactory equivalent combination of education and experience

**Examination \*:**

Training and experience evaluation	Oral Examination	Health Physical	Background
(Weighted 50%)	(Weighted 50%)	(Pass/Fail)	(pass/fail)

**Employment Benefits:**

Liberal fringe benefits – United Health Care Oxford Health Insurance with CVS Caremark prescription, Cigna dental, Life Insurance, Sick Leave, Vacation and Holidays, Worker Compensation and Defined Contribution Plan 401a.

**How to Obtain Information:**

For an application and detailed specifications, apply to the Personnel Office, 13 Masonic Street, New London, CT 06320 or visit the City of New London website at:

**<http://ci.new-london.ct.us>**. Closing date is June 19, 2018, 4:00 p.m., EOE MFH  
The application must be submitted before **June 19, 2018 at 4:00 P.M.**

FLSA: Exempt  
Grade: 12  
Location: City Hall/Community Development  
Approved by Personnel Board: 5/21/2018  
Concurred Union (MEU): 5/21/2018  
Hours: 35

## **ECONOMIC DEVELOPMENT COORDINATOR**

### **GENERAL STATEMENT OF DUTIES:**

Responsible for providing primary assistance to the Director of Development and Planning in developing and implementing programs designed to encourage investment in the City of New London, resulting in tax base growth and/or additional employment opportunities. Provides technical consultation and staff services to the Redevelopment Agency, Foreign Trade Zone and Revolving Loan Committee.

Works under the general oversight of the Community and Economic Development Project Coordinator.

### **EXAMPLES OF WORK (ILLUSTRATIVE):**

- Drafts plans and makes recommendations for City-owned properties and urban renewal programs and activities associated with City-owned properties and/or urban renewal program operations. Drafts policies and procedures for business assistance and promotion programs.
- Analyzes opportunities for promoting private industrial, commercial and residential development programs that create jobs and/or enhance tax base investment. Assists existing employers and investors with expansion plans at existing City locations.
- Provides assistance to private developers with loan packaging and applications for business operations and/or construction financing under various government programs, such as Revolving Loan and various tax credit programs.
- Assists investors in organizing and/or securing training programs for their employees.
- Creates and distributes information flyers, booklets, marketing reports and other promotional materials supporting business incentive programs.
- Represents the Office of Development and Planning in State and Regional programs that focus on expanding tourism, business convention and cruise ship activities in Southeastern Connecticut.
- Prepares studies that support the City's applications to grant programs and assistance from Federal and State funding sources.
- Establish and maintain strong working relationships with city businesses and property owners for them to understand when leases are up and to provide for potential growth; while facilitating continued communications between the City and business community.

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- Maintains a positive local business climate by meeting with local business and industry representatives and determining ways to aid local businesses to remain in the City.
- Responsible for recruiting new business and actively promoting retention and expansion of existing businesses and oversees the City's economic and cultural revitalization.
- Foster strong community engagement, ensuring transparency in City operations while supporting economic development objectives.
- Research and recommend programs to strengthen economic and community development goals.
- Keep MLS listings up to date and manages public/private property transactions.
- Supplies new businesses with startup resources. Responsible for coordinating program development, sourcing funding solutions, and program implementation.
- Performs all other work-related duties as required.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

The Coordinator must be effective in the organizing, implementing, and performing all levels of business prospecting, proposal development and presentation, contract or lease agreement details, and customer relations.

Thorough knowledge of and experience and technical competence in public administration, economic development, community development or other allied field including planning, real estate development and management.

Considerable knowledge of the principles and practices of urban renewal, economic and small business development, Federal and State grant-in-aid program and municipal government structures.

Skilled in the use of a personal computer and related programs.

Ability to complete complex research and prepare meaningful reports.

Ability to communicate effectively, both verbally and in writing; ability to develop and/or provide promotional materials.

Ability to analyze problems and formulate effective solutions.

Ability to establish and maintain effective relationships with investors, contractors, architects, building owners, neighborhood groups, government officials, superiors, peers and the general public.

Ability to operate a motor vehicle in the State of Connecticut.

Sufficient agility to safely navigate construction and pre-construction sites and to meet the physical demands of working in an office environment.

**MINIMUM QUALIFICATIONS:**

Graduation from an accredited college or university with a Bachelor's degree with major work in Economics, Public Administration, Planning or related field and five (5) years related work experience, or satisfactory equivalent combination of education and experience.

**PHYSICAL REQUIREMENTS:**

The employee is frequently required to stand, walk, and have the ability to use arms and hands to reach and manipulate objects, and requires the ability to occasionally push, pull, lift and/or carry supplies up to 20 pounds. Must have the ability to travel routinely and to work outside periodically for field inspections and site visits in undeveloped areas.

Work takes place in an office environment where long periods of sitting, working on a computer, walking to various work areas, going up and down stairs, and standing are required.

Mental efforts like attention to detail, interacting with others in-person and through email, using critical thinking skills to strategize, develop and implement business plans, create and edit documents, listen and participate verbally at meetings.

Revised: 5/2018