

## CIVIL SERVICE JOB POSITNG

**Date:** February 25, 2020  
**Title of Position:** Economic Development Coordinator (Provisional)  
**Division:** Executive  
**Number of Vacancies:** One (1)  
**Salary Range:** \$61,773 - \$71,892

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### Economic Development Coordinator

#### Distinguishing Features of the Class

The Economic Development Coordinator interacts with businesses and represents the Office of Strategic Planning, to achieve economic development in the City of Buffalo. Direct supervision is received from the Executive Director or a designee, and duties are performed with some degree of independent judgment. No supervisory duties are exercised.

#### Typical Work Activities

Develops and works with project teams to devise measures and outcomes for business development in the City of Buffalo;

- tracks and reports methods of development, strategies and tasks;

Focuses on industrial and commercial development, including business development in the City's downtown area; Interacts regularly with Division of Planning and Department of Permit & Inspections staff and acts as a liaison with outside agencies i.e. Industrial Development Authority, NYS Economic Development Office, Workforce Development agencies, etc., toward integrated and effective outcomes;

Develops materials and strategies to guide established and potential business owners through the City's technical, financial, regulatory, permitting processes and directs to resources available;

- refers to departmental staff i.e. Resource Development Technician, Rehabilitation Loan Specialist, etc. for assistance;
- makes referrals to outside agencies for assistance and to identify resources available;

Reviews existing procedure and applications and recommends changes and updates, to the Executive Director;

- works with clients to assure application processing is ongoing from beginning to completion;

Institutes sustainability where feasible in the way development is done by the department;

Participates in studies and prepares statistical reports as required by the Executive Director;

Reviews federal, state and local guidelines for economic development in the City of Buffalo;

Organizes, publicizes and participates in community meetings regarding economic development projects;

Attends and may represent the Executive Director at meetings involving economic development activities on behalf of the Division of Strategic Planning;

Performs related duties as required.

## **Economic Development Coordinator #4212 (cont'd.)**

### **Full Performance Knowledge, Skill, Abilities and Personal Characteristics**

Good knowledge of federal, state and local laws and policies governing economic development;  
Good knowledge of the geographic, social and economic structure of the City;  
Good knowledge of the organization, methods and procedures of the department;  
Good knowledge of research methods and procedures;  
Good knowledge of techniques for community and public relations;  
Ability to develop policies and procedures;  
Ability to clearly communicate both orally and in writing;  
Ability to understand and interpret written material;  
Ability to analyze data and prepare reports;  
Ability to multi-task and to meet deadlines;  
Ability to operate a personal computer in the use of application programs;  
Ability to establish and maintain good working relationships;  
Integrity; tact; resourcefulness; initiative; good address;  
Physical condition commensurate with the demands of the position.

### **Minimum Qualifications**

- (A) Master's Degree from an accredited college or university and one year of full-time experience in economic development, urban planning or a closely related field;
- OR
- (B) Bachelor's Degree from an accredited college or university and three years of full-time experience in economic development, urban planning or a closely related field;
- OR
- (C) An equivalent combination within the limits of A and B.

### **Special Requirement**

Possession of a New York State Driver's License that must be presented at time of appointment and maintained during employment.

**Note:** Verifiable part-time experience will be pro-rated to meet full-time experience requirements. Proof of education must be presented at time of appointment

### **RESIDENCY REQUIREMENT:**

As a condition of employment, all applicants must be a domiciled resident of the City of Buffalo at time of appointment for 90 days and maintain residency during their tenure with the City of Buffalo.

All applicants must submit their resumes and specifically detail all experience in writing. **All resumes should be submitted by close of business (4:30 pm), Friday, March 13, 2020 to:**

**Rebecca Gandour, Director  
Office of Strategic Planning  
Division of Planning  
920 City Hall  
Buffalo, New York 14202**