ECONOMIC & BUSINESS DEVELOPMENT COORDINATOR

DEFINITION

Under supervision, assists in the retention, expansion, attraction and promotion of business to support economic and business development within Inglewood; Participates in administrative and operational activities associated with economic and business development programs.

ESSENTIAL FUNCTIONS

Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS

Assists in the retention, expansion, attraction and promotion of business to increase economic and business development in Inglewood City limits; participates in administrative and operational activities associated with economic and business development programs; communicates with property owners and/or business owners to explain and promote participation in programs for improving businesses; researches and compiles data into marketing letters or documents and distributes to potential businesses.

Coordinates project and program activities/services between various departments, public and private agencies, organizations, and individuals; arranges and promotes business grand openings; gathers data regarding business incentives of surrounding or like cities for comparison and implementation purposes; attends seminars and workshops relating to economic and business development techniques; responds to public and internal inquiries/complaints and provides program information or resolves issues; creates, updates and maintains forms for the Department.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS

Knowledge of economic and business development concepts

Knowledge of business loan concepts

Knowledge of business marketing methods and techniques

Skilled in working within conflicting deadlines to complete projects

Skilled in managing, delegating, and evaluating work of assigned staff

Skilled in providing and following oral and written instructions

Skilled in establishing and maintaining positive productive working relationships

Ability to effectively communicate verbally and in writing

Ability to speak English and Spanish is highly desirable

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

Work is performed in an office environment. Work may require frequent standing, walking and bending. Incumbents in this classification may be exposed to repetitive motion and vision to monitor.

QUALIFICATIONS

BA/BS degree in Economics, Marketing, Urban Planning, Business or closely related field, **AND** four (4) years experience in a business development, public administration or related field **OR** an equivalent combination of education and experience. Must possess at the time of application and maintain a valid California Driver's License.

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