

**TOWN OF ANGIER, NORTH CAROLINA
COMMUNITY DEVELOPMENT COORDINATOR**

Salary Grade 13

Salary Range \$37,332.02 - \$55,998.03

Primary Reason Classification Exists

The Community Development Coordinator will promote the Town of Angier to patrons and prospective businesses through strategic use of pertinent demographic and economic data, and other detailed information pertaining to the Angier Community. An employee in this position will also be responsible for planning and supervising Town events which celebrate community pride and promote local businesses. Candidates must be detail oriented and very organized in order to manage the many details of an event. Written and verbal communication skills are important due to interaction with a variety of people including elected officials, residents, developers, business owners, vendors and attendees. An employee in this class must be able work with tight deadlines, must be flexible to work occasional weekend hours and be capable of multi-tasking.

Distinguishing Features of the Class

An employee in this class is responsible for consulting with local officials, businesses, and community leaders for the purpose of promoting the Town of Angier. Primary objectives include further economic development in the Town through facilitating business expansion and retention, and attracting new businesses. A primary focus is the coordination and implementation of special events to promote the Town's businesses and related tasks. Work may also include the coordination of the physical, economic and social development of the Town to enhance the use of existing infrastructure to maintain and strengthen the tax base. Duties include development of data, statistics and publications which portray the economic potential of the Town; identification of prospective businesses; and maintaining proper records, reports and public information for the Town. Work requires considerable planning and timely execution of work. Employee must exercise independent judgment and simultaneously must consider financial, socioeconomic, legal and regulatory variables as they affect the Town. Employee should be able to write grants for the town. Work is performed under the general supervision of the Planning Director and is evaluated on attainment of specific performance objectives, personal observation, feedback from stakeholders, visitors, the general public and other performance criteria.

Illustrative Examples of Work Performed

- Develops strategies for economic development through utilizing the community's human and economic resources; becomes familiar with all persons and groups directly or indirectly involved in the Town's business community.
- Works in a professional manner in a team atmosphere with all Town Departments.
- Provides advice and information on successful management of assets and business related demographic information; encourages a cooperative climate between business interests and public officials.
- Advises merchants and the local Chamber of Commerce of the activities and goals of the Town; assists in the coordination of joint promotional events, such as festivals or cooperative

retail promotional events; improves the quality and success of events to attract people to Town, work with local media to ensure coverage and encourage design excellence in all aspects of promotion in order to advance an image of quality for the Town.

- Develops and maintains data systems to track the progress of Town events and economic development projects. Data collection includes economic monitoring, documentation of business growth and information on job creation and business retention.
- Represents the community at the local, state and national levels to important constituencies; speaks effectively on the Town's progress and direction as it relates to business growth. provides input on national economic development policies as they relate to communities.
- Manages expenditures from the line item accounts assigned to them by the supervisor; staying within budget; raises funds through soliciting donations and submitting grant applications.
- Schedules and organizes events within the town and coordinates with all Town Departments.
- Performs other related work as required

Knowledge, Skills, and Abilities

- Comprehensive knowledge of principles and practices of public/business administration as applied to natural resources, population, cultural features, and other economic and social matters.
- Thorough knowledge of government programs, laws, services, and government processes and procedures.
- Thorough knowledge of Microsoft Office computer software, working familiarity with other technology used to perform position duties; ability to read and interpret maps and graphs/charts.
- Working knowledge of municipal zoning, municipal framework, adopted plans, and Ordinance requirements.
- Ability to interpret and apply broad trends to local circumstances
- Ability to make important judgements with regard to varied business matters of significance to the Town
- Ability to communicate effectively both orally and in writing
- Ability to plan, coordinate and supervise the work of others
- Ability to establish and maintain effective working relationships with municipal officials, employees, and the general public; exhibit a professional demeanor
- Ability to exercise judgment in decisions with confidential information, data, and materials in conformance with laws, regulations, and policies
- Ability to maintain moderately complex records and prepare written narrative reports including those requiring statistical summaries and charts
- Ability to plan and prioritize work functions and coordinate activities with management and other staff
- Ability to work evenings and occasional weekend hours
- Ability to write grants

Physical Requirements

Work in this class is generally classified as sedentary work requiring the exertion of up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to move objects. Work requires physical activity such as standing, walking, fingering, grasping, feeling and repetitive motion. Work also includes the ability to see, hear, talk, and physically move about the office. Visual acuity is necessary to read materials and operate computer terminals and other office equipment

Working Conditions

Work is performed primarily in a temperature controlled environment without exposure to harmful chemicals, personal danger, or other workplace hazards; however, a significant portion of time may be performed in an outside environment where the employee is not substantially exposed to adverse environmental conditions.

Education

Graduation from a four-year college or university with a degree in Marketing, Public Administration, Urban Planning, Community Development or related field of study.

Experience

At least Three (3) years of directly related experience, or an equivalent combination of education and experience. Prefer experience in writing grants.

Special Requirements

Valid North Carolina driver's license

FLSA Status: Exempt

Disclaimer

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The Town of Angier reserves the right to assign or otherwise modify the duties assigned to this classification.