



ECONOMIC DEVELOPMENT COORDINATOR
CITY OF PINELLAS PARK
PINELLAS PARK, FL

EEO/Veterans Preference/AT-WILL/DFWP

Apply online: <https://www.pinellas-park.com/apply>

Minimum Salary Rate: \$52,651.82

Definition: Under general direction, assists with the development and implementation of economic development programs and strategies aimed at creating jobs and increasing the City's tax base, provides comprehensive support to coordinate the development of programs and means to encourage new industry to settle in the City and aid existing businesses with relocations and expansions within the City.

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 list of all functions and tasks performed by positions in this class.)

Tasks:

Performs and coordinates administrative, technical and real estate related tasks supporting the promotion and development of economic programs for the City; assists with the management of all City owned property; researches, recommends, and coordinates with target businesses to enhance business retention, expansion and attraction in both commercial and industrial development; researches and analyses market trends, and prepares corresponding reports and activities; organizes and implements activities necessary to solicit commercial and residential entities in unincorporated areas to annex into the City.

Assists with and coordinates related services necessary for the purchase, sale, lease, and/or management of real property in which the City has or wants an interest. Prepares, attends, and presents oral and written reports to businesses, community groups/partners, City and County Boards, Commissions, and Councils. Attends legislative meetings in collaboration with Pinellas County Department of Economic Development. Must be flexible in hours and days of the work due to frequent meetings and events outside normal work hours. Performs related work as assigned or required.

Works closely with all City Departments/Divisions and interacts and coordinates and administers outreach programs with local industry, businesses, and community leaders; cultivates and maintains strong, professional working relationships with a range of community stakeholders; maintains city-wide database of economic development information including available sites, current businesses, business leads and key contacts; assumes the responsibilities of the Economic Development Manager in his/her absence.

Assists with, or assumes responsibilities as needed, in all other areas of the Planning & Development Services Division and Community Development Department as assigned.

This position is assigned the status of Emergency Non-Essential Personnel for the purposes of work assigned before, during, and after a disaster-related event.

Knowledge, Skills, and Other Characteristics:

- Knowledge of applicable laws, statutes, regulations, rules, policies and procedures; the principles and practices of inducing businesses to move into the City; types of commercial, industrial, retail, manufacturing, and residential businesses; real estate methods and procedures; and cost effective marketing strategies for public entities.
- Skill in salesmanship and marketing; analyzing information and drawing valid conclusions; developing and maintaining effective interpersonal relationships; oral communication in one-on-one and group situations; and written communications for technical purposes.
- Ability in negotiating and administering contracts; use computer and software programs including, but not limited to Word, Excel, PowerPoint and Gmail.

Physical Requirements: Work involves extensive travel via automobile in and around the City and surrounding areas; involves a minimum of physical effort most days, however may be standing or walking extensively during events. Must have the ability to occasionally lift/carry objects up to 50 pounds.

Qualifications: Requires a bachelor's degree from an accredited college or university with at least a minor in real estate, business or public administration, or a related field and two (2) years related working experience. Additional work experience may be substituted for the degree requirement. Employees are required to pass the National Incident Management System (NIMS) training courses identified for their position and listed in the most recent version of the NIMS Training Guide within one (1) year of placement into this position. Requires a valid Florida driver license.

Questions? Email us at staffingandbenefits@pinellas-park.com