

CITY OF CHATTANOOGA

Classification Specification Title: Economic Development Coordinator

Department: Economic Development

Pay Grade: GS.10

Supervision Received From: Admin Economic Development

FLSA Status: Non-exempt

Supervisory Responsibility For: None

Established: 7/1/21

**Revision Dates: 4/2/25;
10/20/23**

CLASSIFICATION SUMMARY:

This is a regular full time position within the City of Chattanooga. Incumbents in this classification perform a variety of administrative, technical, and professional work in the preparation and implementation of economic development programs, small business outreach, and small business support through the City of Chattanooga's Department of Economic Development. Duties include working closely with City of Chattanooga Department of Economic Development staff, the Chattanooga Chamber of Commerce, as well as other City staff and agencies in promoting the business and economic development interests within the community.

This position will work with various departments in providing support and guidance to small businesses to establish, relocate, retain, or expand their businesses within the City. This position will also provide administrative support for the City of Chattanooga's Department of Economic Development, working under the guidance of the Administrator of the Department of Economic Development or the designee, and other Department of Economic Development staff determined by the Administrator. Work is performed under administrative review, working with the maximum degree of initiative and judgment.

SERIES LEVEL: This is a stand-alone position.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Supports economic development programs and small business outreach to achieve departmental goals and objectives.

Provides assistance in the development of short and long term economic and community development goals, as well as the gathering of information and preparation of studies, reports, and recommendations to achieve such goals. This will involve the preparation and maintenance of information on utilities, taxes, zoning, transportation, community services, financing tools, and incentives, in order to respond to requests for information for economic development purposes, and the coordination with other departments and agencies as needed.

Provides support and direction to small businesses and entrepreneurs to help them navigate and utilize government processes and programs.

Provides administrative support to City of Chattanooga economic development staff and other employees as directed by the Administrator of Economic Development.

Provides information to small businesses, entrepreneurs, and the general public on economic development issues, programs, services, and plans.

Maintains strong working relationships with the general public, small businesses, and entrepreneurs.

Consults with City departments and assists with development and implementation of projects and initiatives on public engagement.

Collects and tracks data and information with regards to small business and economic development programs and maintains records for the Department of Economic Development.

Supports City of Chattanooga Department of Economic Development on small business and entrepreneur engagement opportunities to maximize participation.

Performs ongoing needs assessment for programs and services, which includes: analyzing community needs; reviewing data to analyze programs to determine gaps in needs; coordinating activities with external agencies and organizations; recommending the utilization of community resources; and/or, performing other related activities.

Participates in/on a variety of meetings and/or other related groups in order to receive and/or convey information related to program offerings.

Project management of economic development, small business, and entrepreneur programs and initiatives.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Finance, Business Administration, Economics or Community Development. At least two (2) years of experience engaging in professional-level and administrative economic development activities; or any combination of equivalent experience

and education. Work requires limited supervision and the use of independent judgment and discretion.

LICENSING AND CERTIFICATIONS: None

SUPPLEMENTAL INFORMATION:

Knowledge of business development, community development and economic development; planning programs and processes; public relations principles; applicable Federal, State and Local laws, ordinances, codes, rules and regulations; project management principles and practices; and government protocols;

Ability to communicate effectively to groups and individuals, businesses, supervisors, employees, and the general public; to be a team player with other staff; as well as to establish working relationships with other organizations and economic development practitioners;

Skill in preparing a variety of reports and business correspondence; managing projects; applying and communicating applicable laws, ordinances, codes, rules and regulations; applying independent judgment, personal discretion and resourcefulness in interpreting and applying guidelines; providing public relations; speaking in public; establishing and maintaining effective working relationships with other employees and those contacted in the course of the work.

PHYSICAL DEMANDS:

Positions in this class typically require reaching, fingering, grasping, talking, hearing, seeing and repetitive motions.

WORK ENVIRONMENT:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

SPECIAL REQUIREMENTS:

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.