



EMPLOYMENT OPPORTUNITY

INTERNAL POSTING

Job Title: **Economic Development Coordinator**
Hiring Range: **Grade 27, Hiring Range \$61,868 - \$ 92,287 DOE**
Status: **Full-time, Exempt position**
Application Deadline: **December 14, 2022 by 4:00 pm**

General Statement of Duties

Under general direction of the Town Manager, performs administrative and management work directing, planning, analyzing, and coordinating programs that promote community and economic development.

Distinguishing Features of the Class

The position works with the Town Staff, Town Council, Planning Board, Board of Adjustment, and various committees on planning and development projects; participates in Town-wide committees and task forces on decision-making processes; communicates with developers, designers, contractors, the general public, and various governmental agencies on Federal, State, local laws, regulations, codes, and/or standards to ensure they are met; reviews processes, procedures, and determines problem resolution. The position will ensure compliance with Federal, State and local laws, regulations, and codes, as well as Town policies and procedures. The position will perform key activities to include: problem solving, managing and executing multiple tasks, adapting to rapidly changing environments, negotiating, communication, and development of data, statistics, and publications. Work is performed under the general direction of the Town Manager and is evaluated through conferences, reports and results. Employee must exercise independent judgment and simultaneously must consider financial, socio-economic, legal, and regulatory variables as they affect the Town.

Duties and Responsibilities

Essential Duties and Tasks

- Directs and/or assists in the overall planning, development, and administration of community and economic development programs for the assigned area of responsibility.
- Implements the recommendations of the Oak Island Economic Development Strategic Plan.
- Markets the Town and aggressively recruits business prospects and economic opportunities through development and distribution of marketing materials, attendance at trade shows, social media, and other means.
- Plans, directs, and evaluates public relations activities designed to promote and create awareness of programs, services, and/or financial assistance.
- In coordination with the Town Manager, takes a leading role with representing the Town in work with partner organizations such as the Oak Island Chamber of Commerce, Brunswick County Economic Development, and the North Carolina Department of Commerce.
- Manages maintenance of critical information desired by development prospects such as economic data, land/structure availability, demographic data, and general market information in a readily accessible manner, including availability on the Town's web site.
- Oversees and ensures delivery of the annual Launch Oak Island program.
- Encourages a cooperative climate between the Town and local business owners to address areas of public improvement.
- Participates in conferences, training sessions, and meetings relating to community or economic development.

- Provides technical assistance and serves as an advocate for business and communities to identify and resolve economic development impediments.
- Negotiates, secures, and administers contracts, grants, and cooperative agreements with federal, state, local, community, and private business organizations.

Additional Job Duties

- Performs other duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

- Thorough knowledge of the principles and practices of local and regional planning including current and long range, natural resources, population, downtown development, transportation and corridor development, and other economic and social matters.
- Thorough knowledge of Town, municipal, state, and federal laws pertaining to land use planning and development.
- Considerable knowledge of the application of information technology to the work of the department including knowledge and skill in the use of ArcGIS.
- Considerable knowledge of computer applications related to economic development, data base and statistical analysis, compiling reports and developing presentation material.
- Strong knowledge of real estate fundamentals, land acquisition, marketing, and business recruitment/retention.
- Strong knowledge of local, State, and Federal community and economic development programs, and the knowledge of how to leverage these programs with private opportunities and partners.
- Skill in facilitation and collaborative conflict resolution.
- Skill in the use of a computer, including proficiency in MS Word, Excel, and PowerPoint applications.
- Must possess exceptional negotiation and public relations skills.
- Ability to lobby and work with the Department of Transportation for road, highway improvements, greenways / sidewalks and to keep current with long-range transportation plans.
- Ability to develop marketing tools for the economic development of the Town, including but not limited to brochures, flyers, booklets, and ads.
- Ability to establish and maintain effective working relationships with Town officials, developers, and the general public.
- Ability to communicate ideas clearly and concisely, both orally, at public presentations and in writing to respond to inquiries, complaints, and requests for service in a fair and tactful manner.
- Ability to establish and maintain cooperative and effective working relationships with Town officials and employees, committees, officials of other community agencies, and the public.
- Ability to work independently and exercise good judgment.
- Ability to organize work, set and follow effective priorities, and coordinate work with others to obtain desired outcomes.
- Ability to write and present professional and technical economic development reports and papers.
- Ability to execute a comprehensive economic development program.
- Ability to prioritize, manage and organize a variety of economic development activities.
- Ability to devise effective office operations and procedures.

Physical Requirements

This is sedentary to light work requiring the exertion of up to 20 pounds of force occasionally, and up to 10 pounds of force frequently and a negligible amount of force constantly to move objects. Work requires fingering and grasping, holding maps and instruments, and using hands to type into computers. Vocal communication is required for responding to inquiries, expressing, or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels. Visual acuity is required to prepare and analyze written or computer data, determine the accuracy and thoroughness of work, and observe general surroundings and activities. Work is performed primarily in an environmentally controlled office subject to typical office noise. May occasionally work outdoors during periods of cold or heat.

Desirable Education and Experience

Graduation from an accredited four-year college or University with a Bachelor's degree in Business, Planning, Economics or related field of study supplemented by training in economic development and considerable professional experience in industrial or economic development; or an equivalent combination of education and experience. Completion of Basic Economics Development Course offered by the North Carolina Economic Developers Association. Preference given to applicants with a Master's Degree in a related field of study.

Special Requirements

Possession of a valid North Carolina driver's license.
Certified Economic Developer (CEcD) or similar credentials preferred.

How to Apply: Please submit a completed employment application, which can be found on the town's website, www.oakislandnc.gov on the Job Opportunity page. Applications can be emailed, faxed, or mailed (see below):

Where to Apply: Town of Oak Island
Attn: Human Resources
4601 E. Oak Island Drive
Oak Island, NC 28465
Telephone: (910) 201-8014
Fax: (910) 278-9542
Email: HR@oakislandnc.gov