



CLASS SPECIFICATIONS

Class Title: Economic Development Coordinator
Department: Community & Economic Development (CED)
FLSA: Exempt

Class Code: 7783
Grade: 22
Eff. Date: 08/29/2016
Revised: 01/02/2024

GENERAL PURPOSE

Under the general direction of the Deputy Director, Economic Development, works closely with businesses to provide support and guidance, and collaborates with other departments and organizations to facilitate economic development for businesses in Davis County.

EXAMPLE OF DUTIES

Manages the Davis Fund for Economic Development (Davis Fund) including processing loan applications, financial statement preparation, loan underwriting, loan document preparation and executing loan agreements.

Provides direct technical assistance to business loan clients in preparing loan proposals, marketing pitch, and related business development requirements.

Prepares contracts, deeds of trust, and Uniform Commercial Code (UCC) documents in coordination with legal counsel to protect the interests of the Davis Fund and mitigate risks.

Works closely with borrowers to develop repayment plans and negotiate settlements.

Coordinates with legal counsel to initiate legal actions, such as filing liens or pursuing legal remedies, to recover outstanding loan amounts.

Provides comprehensive administrative and technical services for the Davis County Council of Governments (COG), including handling correspondence, recording minutes and business matters, coordinating consultant services, and best practices related to organizational responsibilities.

Works closely with elected officials to resolve high conflict items and respond to requests, issues, or problems from elected officials.

Oversees credit card statements, expense receipts/transactions, and travel requests for the Davis Fund and the COG.

Conducts business evaluations/surveys to identify the needs and issues facing local businesses, including barriers to growth, raising awareness of programs and incentives available to businesses.

Arranges and attends professional economic development meetings and events.

Assists with recruiting businesses that meet Davis County's goals with an emphasis on the Governor's Office of Economic Opportunity targeted industries.

Responds to and/or coordinates requests for information and proposals to prospective businesses in coordination with Northern Utah Economic Alliance and the Economic Development Corporation of Utah.

Builds and maintains relationships with a broad range of stakeholders, including businesses, elected officials, community stakeholders, Chamber of Commerce, and other economic development agencies. Assists with and prepares research, plans and reports on a variety of topics in economic development.

Supports marketing and promotional activities for economic development, including web and social media based efforts and preparing marketing materials.

Develops and delivers presentations to a variety of audiences, establishing and maintaining a highly visible and accessible profile to local industry, development consultants, Chamber of Commerce, and other stakeholders.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

Bachelor's degree from an accredited college or university in Political Science, Public Administration, Public Policy, Urban Planning, Business, Economics, Finance, or other related field. At least three (3) years of experience in lending, economic, or community development, business development, marketing, state or local government, or a related industry.

Preference may be given for experience with loan underwriting and processing, analyzing financial statements, accounts payable and receivable, monitoring budgets and contracts developing marketing materials, real estate development, research and data reporting, business development, or a closely related field.

2. Special Qualifications:

Furnish personal transportation for in state on-the-job travel.

Employees driving a personal or a County vehicle for job related travel must possess a valid driver license, must maintain the minimum vehicle liability insurance as specified in the Utah Code, and must operate a motor vehicle in a safe manner. New employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

3. Necessary Knowledge, Skills, and Abilities:

Knowledge of: principles and practices of economic development; business finance; marketing concepts and methods; County or local government operations; loan underwriting and processing, research methodology and statistics, conflict resolution, relationship building, and negotiation, community event management, real estate development and land use; policies and procedures; related computer operations.

Skill in: using all applicable computer hardware and software programs/applications, including Microsoft Suite; web-based applications and Gmail; using common office equipment, client and loan management software.



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Ability to: Demonstrate strong communication, interpersonal, and organizational skills; prepare and analyze financial statements; develop and deliver presentations to a variety of audiences; evaluate economic data to advise on strategies for development and growth within the County, communicate professionally and effectively (verbally and in writing); follow written and oral instructions; establish and maintain effective working relationships with supervisors, other employees, elected boards/officials, committees, allied agencies and the general public.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. ***All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.***