

ENTERPRISE ZONE AND BUSINESS ASSISTANCE COORDINATOR

DEFINITION

Under direction from the Business Assistance and Housing Development Director, the Enterprise Zone and Business Assistance Coordinator is responsible for assisting with the coordination of all facets of the Enterprise Zone Program and all facets of grant funded Economic Development and Business Assistance Programs. Work closely with small businesses, financial institutions, and grant funding sources to implement the various economic development and business assistance programs and projects desired by the City.

SUPERVISION RECEIVED AND EXERCISED

Reports to the Director of Business Assistance and Housing Development Department

EXAMPLES OF ESSENTIAL FUNCTIONS - *Essential functions may include, but are not limited to, the following:*

The Enterprise Zone and Business Assistance Coordinator exercises functional supervision over the Enterprise Zone Program and grant funded Economic Development and Business Assistance Programs and Projects and may provide supervision to support staff.

Communicate routinely with local business owners, development agents and business associations to promote appropriate development strategies.

Act as primary liaison with other City Departments, regional and state agencies and local organization on matters relating to the Enterprise Zone.

Coordinate quarterly promotion and distribution of information on the Enterprise Zone Tax Credit benefits to existing businesses.

Annually establish goals and objectives for the program that meet the needs of the business community in the Enterprise Zone.

Review annual program implementation and establish an evaluation process for the program.

Coordinate special promotional events and implement improved public knowledge to targeted audiences.

Develop and implement a business networking and reporting system that coordinates among property owners, real estate development agents, city management personnel, and those who can improve future economic and job development interest.

Adopted by Council: 07/18/06

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Development and implement a public relations program to promote existing businesses.

Coordinate a response team representing financing, job development, counseling, site location, construction, and CPAs to respond to needs of businesses.

Design Enterprise Zone marketing boundaries and work in correlation with City Departments in project review, permitting, tentative maps, etc.

Respond to inquiries regarding Enterprise Zone projects, meet with contractors, investors and interested parties to explain zone benefits.

Provide community job development opportunities by organizing and supporting programs and agencies that offer educational opportunities and targeted skills to reduce unemployment and increase employee skill and abilities.

Economic Development and Business Assistance Programs

Oversee and implement the Small Business and Micro-Enterprise Loan and Business Technical Assistance Funds, the Economic Development related Planning Technical Assistance Program activities, other Business Assistance programs such as Enterprise Zone and Recycling Market Development Zone, and other duties similar in nature. This position will assist other City Departments as needed with related economic development and business assistance activities.

Counsel and advise small business program participants as to eligibility standards.

Coordinate small business program participants in preparing loan applications, consulting with financial institutions, and coordinating various aspects of proposed projects.

Receive and screen program applicant information.

Underwrite business assistance loans in accordance with established standards and makes funding recommendations to loan committee and City Council.

Assist the servicing of the Business Assistance loan portfolio and tracking of program income.

Promote Business Assistance programs; provides information to the public; prepares press releases, flyers and other informational resources; and represents the City before various community groups.

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Assist with the preparation of local, state and federal grant funding applications.

Prepare monthly, quarterly, bi-annual and annual required reports.

Address state and federal grant overlay requirements and conditions of funding.

Assist with the preparation of program budgets, prepares revenue and expenditure estimates, develops justification for services and staff needs, and monitors and controls expenditures.

Prepare and presents staff reports and other necessary correspondence.

Assist with the creation of Business Retention and Business Attraction programs; upholds the programs once created.

Perform related duties as required.

MINIMUM QUALIFICATIONS

Knowledge of:

Economic development principles and terminology and finance practices, techniques and terminology.

Law, regulations and rules governing state and federally-assisted economic development and business assistance programs.

Loan processing and servicing, including calculation of accumulated interest and principal balances.

Computer hardware and software applications, including the internet, utilized in financial analysis and report generation.

Standard office procedures.

Research techniques, sources and availability of information.

Ability to:

Understand and interpret state and federal grant program regulations and requirements.

Learn applicable land use and environmental terms and codes.

Possess the ability and willingness to foster and maintain a team environment within the Department and the City.

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Responsible for carrying out the goals and objectives of the department and the City and adhere to organizational values.

Exercise independent initiative and judgment in decision-making.

Coordinate business assistance loan projects and prepare detailed reports.

Maintain records and analyze alternatives to evaluate program effectiveness and cost benefits.

Make mathematical computations rapidly and accurately.

Establish and maintain effective working relationships with program participants, financial institutions, grant funding sources and the general public.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Education:

A Bachelor's degree in business or public administration or a closely related field may be substituted for up to two years of the non-administrative or supervisory experience.

OR

Any combination of education and experience, is qualifying, if it would provide the required knowledge and abilities for the position.

Experience:

Five years responsible work experience involving public contact in economic development, business, finance and grant management. At least two years must be in one or a combination of the following fields: economic development, financing, loan underwriting, loan processing, or business counseling, and at least one year must be in grant management.

License or Certificate:

Possession of a valid California driver's license.

TYPICAL WORKING CONDITIONS

Work is typically performed in a normal office environment.

Adopted by Council: 07/18/06

TYPICAL PHYSICAL REQUIREMENTS

Requires the ability to sit at desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch and reach while performing office duties; lift and/or move objects weighing up to 25 pounds; use hands to finger, handle or feel objects, tools, or controls. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document