**Town of Auburn**

Position Title: **Economic Development Coordinator**

The **Economic Development Coordinator** shall be appointed by the Town Manager.

Duties and Responsibilities:

Responsible for implementing the Economic Development Strategic Plan.

Responsible for coordination of development initiatives and strategies, business recruitment, commercial and industrial development and revitalization efforts.

Manages economic and housing development projects, initiatives and programs; grant administration.

Works closely with the Town Manager and Planner on zoning and other initiatives related to development.

Works proactively and creatively to redevelop underutilized parcels and land targeted for business development uses.

Serves as the liaison to the Economic Development Committee and other development related boards, committees or commissions.

Works closely with business and community organizations, town departments, elected and appointed officials, as well as state and federal agencies.

Performs related duties as assigned by the Town Manager.

**Qualifications**

Education and Experience:

Bachelor’s Degree required, preferably in Planning, Economics, Business Administration, Public Policy or related field and a minimum of 2 years of experience in municipal administration, planning, project management or economic development. A master’s degree is strongly preferred; or any equivalent combination of education and experience.

Experience in implementing and overseeing economic development activities.

Knowledge, Ability and Skill:

Knowledge of municipal development processes and experience interacting with government entities and officials is desirable. Excellent verbal and written communications and interpersonal skills required.

Ability to stay abreast of current trends in the industry and to implement the plan for the future of the Town, and can develop positive and productive relationships with staff, businesses, citizens, local organizations and regional agencies. Ability to maintain positive working relationships with residents, team members, businesses, and outside agencies required.

 *(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)*