

CITY OF BRADFORD
OFFICE OF ECONOMIC AND COMMUNITY DEVELOPMENT

CLASS TITLE: COMMUNITY/ ECONOMIC DEVELOPMENT COORDINATOR

LOCATION: HABGOOD BUSINESS DEVELOPMENT CENTER
20 RUSSELL BOULEVARD
BRADFORD, PA 16701

DEPARTMENT: OECD

SUPERVISION RECEIVED: Reports to the Executive Director of the Office of Economic and Community Development (OECD)

GENERAL PURPOSE: Assist the Executive Director with the administration of the City of Bradford's grant and loan programs, special community and economic development projects, and the Neighborhood Partnership Program.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

To execute assignments as given by the OECD Executive Director to assist in the administration of community and economic development projects; including but not limited to the preparation of grant and loan applications to various federal, state, and local agencies and the administration of related program requirements. Assist the Executive Director with the administration of the Neighborhood Partnership Program. Work with and assist prospective developers and partner agencies on potential development opportunities in the Bradford area and administer the state Keystone Opportunity Zone. Assist the Executive Director with the administration of the City of Bradford's Revolving Loan Programs. Interact with other OECD staff and assist where needed to administer various development and community improvement projects. Administer and update the OECD's website.

Employee may be asked to represent the OECD on various committees or boards and attend meetings with partner agencies and municipalities. The employee may be asked to attend various training and continuing education workshops/seminars as they relate to the position.

The duties above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties and responsibilities does not exclude them from the position if the work is similar, related, or a logical assignment to the position or if the individual holding the position has the ability, training, and skills necessary to undertake duties beneficial to the OECD and the City of Bradford. Due to staffing limitations, the employee may

be asked to undertake duties and assignments at the discretion of the Executive Director that are not included in this job description.

QUALIFICATIONS:

The applicant shall have a college bachelor's degree in urban planning, community/economic development, business administration, or related field or have at least 3 years of work experience, preferably in a public or non-profit economic development agency.

The applicant shall possess effective communication (writing and oral abilities) and organizational skills. The applicant must have the ability to function in a busy office environment with many interruptions, the capability of making presentations at public meetings; to understand business plans of small to intermediate companies; to work independently; plan, implement, and administer various economic development initiatives; establish and maintain an effective working relationship with employees, other agencies, and the public. The applicant must possess computer skills and the ability to use Microsoft Office software, loan amortization software, and agency websites for inputting and accessing information. The applicant must have a valid driver's license.