



CLASSIFICATION NO. 035

Established: 10/98

Revised: 4/04, 2/08, 8/25

FLSA: Exempt

EEO: 2

BUSINESS AND ECONOMIC DEVELOPMENT COORDINATOR

CLASS CHARACTERISTICS

Under direction, to plan, coordinate and implement the County's business retention, growth and recruitment strategy; to coordinate business and economic development activities with other divisions and departments; to provide highly complex staff assistance to department administration; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Office of Economic Development (OED), part of the Visioning Services line of business within the Department of Transportation & Development, supports initiatives that strengthen the local economy. OED provides analysis, business support, and coordination services for employers, community partners, and policymakers. Key focus areas include business retention and recruitment, relocation assistance, workforce development, and economic development program management. The office also monitors employment lands, analyzes supply chains, serves as a liaison between internal departments and businesses, and leads initiatives to grow the County's economic base.

The Business and Economic Development Coordinator is responsible for the implementation of plans and projects designed to recruit, retain, and attract businesses as outlined by the County's business retention and recruitment strategy. Incumbents within this classification represent the County and/or Department on various local, regional, state and federal boards and committees for the purpose of ensuring Clackamas County has a voice in regional economic development strategies and ensuring our success in regional and State policy and program development.

The Business and Economic Development Coordinator differs from the Development Review Coordinator which is responsible for the planning and management of the largest and most complex residential, commercial and industrial development projects.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Provides key economic, financial and community information and advice to businesses seeking to establish or expand business opportunities in Clackamas County; assists with site selection, permitting, regulatory navigation, and access to financial incentives (e.g., tax increment financing, grants, and loans).
2. Leads proactive outreach efforts and conducts site visits within target industries to identify business needs, provide resources, and foster job creation opportunities.

3. Serves as the primary liaison for businesses, developers, site selectors, and investors; builds and maintains strategic relationships with chambers, realtors, property owners, economic development organizations, workforce boards, educational institutions, and government agencies.
4. Represents the County at conferences, trade shows, community events, and on regional/statewide boards and committees to promote Clackamas County's economic competitiveness and influence economic development policy.
5. Monitors and interprets legislation and regulatory trends affecting business and economic development; provides policy recommendations and facilitates priority projects through regulatory processes.
6. Develops and implements a compelling marketing and communications strategy to promote the community's economic development advantages, target industries, and available resources; collaborates with the County's internal communications teams to ensure consistent and effective messaging.
7. Facilitates strategic connections for client businesses, linking them to service providers, capital resources, and partner agencies.
8. Researches, develops, and administers financial incentives and funding tools; seeks and applies for grants; prepares scopes of work, proposals, and related project documentation; monitors contracts and authorizes payments.
9. Supports budget development through the preparation of program reporting, work plans, and the monitoring of expenditures and deliverables; coordinates funding, planning, and partner agreements with internal partners and external agencies.
10. Develops, maintains and coordinates all economic and industrial data; coordinates industrial lands portfolio development; coordinates with Technology Services (TS) to produce maps and other tools using the GIS program; performs complex market research and develops competitive intelligence and industry trend scans.
11. Administers the County's Enterprise Zone programs in coordination with the sponsor jurisdictions; oversees County-sponsored incentive programs.
12. Supports revitalization efforts in cities and unincorporated areas by facilitating recurring coordination meetings, sharing best practices, and providing training on business assistance programs.

REQUIRED KNOWLEDGE AND SKILLS

Working knowledge of: Public sector economic development processes and practices; governmental commercial and industrial planning; zoning and land use development laws, regulations, and processes; public financing methods and grants research and development; marketing methods for attracting and retaining commerce; principles of community organization and citizen involvement; visual communication principles and practices; principles and practices of budget and project management; public procurement process, including contract preparation and administration; public speaking techniques; basic math and computer skills; English

grammar and composition; available commercial properties across within the County and unincorporated areas including vacancy, pricing, and suitability for target industries.

Skill to: Communicate effectively, both orally and in writing; analyze and evaluate complex economic and financial data and make recommendations; develop marketing materials and programs to attract and retain commercial enterprises; lead, organize and staff advisory committees, taskforces and meetings; prepare and deliver oral presentations to public and private groups; analyze and evaluate complex data and make recommendations; creatively resolve commercial development issues between employers and governmental organizations; prepare clear and concise reports; interpret and apply appropriate laws, regulations and codes; establish and maintain effective working relationships with the public and other County personnel; operate computer software, including data bases and GIS system mapping and other office equipment.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of five (5) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications: None required.

PRE-EMPLOYMENT REQUIREMENTS

Must successfully pass a criminal history check which may include national or state fingerprint records check.

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license, and possess and maintain an acceptable driving record throughout the course of employment.

Edited: 7/12