

TOWN OF MANCOS, COLORADO
JOB DESCRIPTION
POSITION TITLE: Economic Development Coordinator

EXEMPT:	Yes
DEPARTMENT:	Administration
REPORTS TO:	Town Administrator
APPOINTED/HIRED BY:	Town Administrator
APPROVED BY:	Board of Trustees
SALARY RANGE:	\$50,000 – 60,000

SUMMARY:

The Economic Development Coordinator (ED) will report directly to the Town Administrator. This position will coordinate economic development initiatives for the Town of Mancos. Business development, marketing, data analysis/compilation and computer skills are preferred. Candidates should have a minimum of a Bachelor's Degree and a minimum of three years in economic development or a related field. Excellent written and verbal communication and organizational skills are essential. Plans and executes economic development initiatives, consistent with the goals and objectives of the Town of Mancos. Individual must be a self-starter, well-organized and work well under pressure. The Economic Development Coordinator will be the internal and external point person to plan, implement, organize, and coordinate Mancos initiatives related to economic development, including, but not limited to the following.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Serve as key point person for business recruitment, expansion and retention efforts, in cooperation with Mancos Valley Chamber of Commerce and Town Administrator
- Implement, where appropriate, the recommendations relating to community and economic development in the Downtown Colorado Inc. Study, 2011 Comprehensive Plan, Mancos Economic Development Strategy, and other plans that arise from community strategic planning efforts (e.g. Grand Ave Vision Study, Hwy 160 Corridor Improvements)
- Market community through
 - Researching and developing a packet of incentives (state, federal, local and non-monetary) and business resources for business recruitment and retention.

- Leveraging tourism efforts to encourage visitors to “relocate to Mancos”
- Create and maintain a web presence, brochures and other materials necessary for promoting Mancos as a Business Ready location.
- Create and maintain a Mancos Business Ready packet of information for potential businesses including licensing, permit processing, and planning.
- Plans and executes marketing, public relations and other activities as related to economic development within the Town
- Conduct survey businesses and compile relevant data on a regular basis and provide reports to the Town Administrator and the Board of Trustees on trends in various sectors, identifying bottlenecks, challenges, gaps and successes.
- Establish relationships with Region 9, Colorado Department of Local Affairs, Mancos Chamber of Commerce, Small Business Development Center, and organizations that provide business and community resources.
- Participate in strategic planning efforts related to economic development and develop plan for recruitment that attracts high quality businesses that fit Mancos.
- Establish and maintain positive relationships with town staff, MCEDEA/Region 9 economic development specialist, and current business owners.
- Create and maintain a list of buildings and properties for lease or sale to use when assisting businesses.
- Develop an understanding of available resources for businesses (e.g. through SBDC, SCAPE, Region 9, etc) and communicate this information in a clear manner.
- Make regular, personal calls and/or visits to current and prospective businesses.
- Coordinate programs to encourage patrons in existing businesses (e.g. Mancos Cash, Cash Mobs, Coupon book, Mancos Melt, etc.)
- Build entrepreneurial environment by working with Chamber (or relevant groups) to provide networking, education and training opportunities for businesses.
- Gather information on all home-based and location neutral businesses contributing to community and provide links to resources to help them expand.
- Provide regular progress reports to the Town Administrator on accomplishments.

QUALIFICATION REQUIREMENTS:

Experience in economic development preferred;

Knowledge of the principles and best practices of business recruitment and retention;

Excellent customer service and client management abilities;

Excellent communication skills, including writing, presentation and speaking;

Ability to manage multiple projects and work assignments from a variety of staff and volunteers;

Excellent interpersonal skills both in-person and by phone with high level of professionalism;

Ability to accomplish projects with minimal supervision;

Outstanding customer service ethic and high expectations for quality;

Personable, organized, diligent and professional;

Computer proficiency.

SUPERVISORY RESPONSIBILITIES:

This position has no supervisory responsibilities.

EDUCATION AND EXPERIENCE:

Minimum of a Bachelor's Degree or a minimum of three years in economic development or a related field.

COMMUNICATION SKILLS:

Demonstrated in written and verbal reports, presentations, and meeting facilitation.

Ability to read, analyze, and interpret common journals and legal documents.

Ability to respond effectively to general inquiries or complaints from citizens, regulatory agencies, and members of the business community.

Ability to read, analyze, complete, and interpret common/general scientific and technical journals, financial reports, legal documents, and forms.

Ability to write memoranda, letters, and reports that can be understood by both technical and non-technical individuals.

Ability to effectively present information to the Board of Trustees, other public groups, and/or public bodies, businesses, and agencies.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in units of measure, using whole numbers, common fractions, and decimals.

Ability to compute rate, ratios, and percentage.

Ability to apply advanced concepts and analysis to real problems.

Ability to develop and manage operating manuals, budgets, and projects.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions.

Ability to solve practical problems and deal with a variety of situations and circumstances.

Ability to track project status.

Ability to interpret a variety of instructions, whether verbal, written, in schedule form, or a diagram or picture.

Can demonstrate initiative concerning projects and needs of the Town.

On a general level, the ability to interpret an extensive variety of technical instructions, and deal with several abstract and concrete variables.

OTHER QUALIFICATIONS:

Strong people skills. A team player with a proven ability to build relationships at all levels of an organization.

Responsiveness. Ability to anticipate needs and commit to respond in agreed time frames.

Innovator. Proven ability to identify, evaluate and develop new ideas and support with results.

Deliver on commitments. Ability to set clear objectives and deliverable goals.

PHYSICAL DEMANDS:

The physical demands described in this document are representative of those that must be met by an employee to successfully perform the essential functions of the

job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is regularly required to sit and stand, use hands to finger, handle, utilize, and feel objects and tools, and manipulate objects or controls. The employee is regularly required to talk and hear well.

The employee must regularly lift and move up to 10 pounds and on occasion up to 50 pounds.

Specific vision capabilities required by this job include close vision, peripheral vision, and ability to adjust focus.

The employee will spend extended time with a computer monitor.

WORK ENVIRONMENT:

The work environment characteristics described in this document are representative of those an employee would encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. In performing the duties of this job, the employee works predominantly in an indoor/office environment, but occasionally must make site visits around Town as needed, which will include some outdoor settings. Some travel to other municipalities is required. The noise level varies from low to moderate.

I have read and understand this Job Description

Signed _____ Date _____