

JOB DESCRIPTION

ORGANIZATION: City of Lebanon	LOCATION: Lebanon, OR
DEPARTMENT: Community Development	DATE: March 2022
JOB TITLE: Economic Development Catalyst	JOB STATUS: Exempt
SALARY GRADE: NU-013	FLSA Exempt: Yes

PURPOSE OF POSITION: The Economic Development Catalyst is responsible for facilitating and promoting economic development to support local entrepreneurial startups, enhance local business development and increase opportunities for local employment through business creation, retention, expansion and recruitment.

ESSENTIAL JOB FUNCTIONS/DUTIES & RESPONSIBILITIES: *The duties listed below include, but are not limited to, the various types of work that may be performed by individuals in this classification. Any of the following duties may be performed. All employees are expected to maintain professional proficiency by attending conferences and meetings, reviewing reports, reading professional journals, and networking with others in area served; maintain work area in a clean and orderly manner; maintain regular job attendance and adherence to working hours; follow all City policies; follow all established safety rules and procedures.*

1. Advance economic development initiatives with a variety of stakeholders. Potential projects include:
 - a. Developing a wetlands mitigation strategy to ensure industrial lands are available for development,
 - b. Recruiting businesses,
 - c. Promoting and managing the City's Downtown Building Restoration Program,
 - d. Facilitating entrepreneurial startups and development of related support programs,
 - e. Development of a community business accelerator/incubator facility,
 - f. Advance and manage urban renewal programs, and
 - g. Coordinate with organizations such as RAIN, Linn-Benton 8-Cities Economic Development Collaborative, Downtown Association, Chamber of Commerce, and Arts Commission to promote community economic development.
2. Market the community using financial, technological, and demographic data to capitalize on market opportunities.
3. Coordinate with the City's public information officer and/or coordinator to regularly disseminate public information regarding community economic development programs and opportunities.
4. Serve as the City's representative to regional and other community and economic development organizations as needed.
5. Prepare reports on projects as assigned by the Community Development Director or the City Manager.

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6. Identify appropriate grant opportunities and prepare and submit applications to meet funding agency requirements, and monitor grant applications throughout the application approval process.
7. Participate in periodic updates of the Lebanon 2040 Strategic Action Plan in the areas of economic development and community commerce.
8. Provide assistance in regard to legislative activities as needed.
9. Perform other duties as assigned by Department Director.

MANDATORY QUALIFICATIONS:

Education & Experience:

1. Bachelor's degree in economics, planning, business, or related field, with at least two years economic development planning or related experience; OR
2. Associates degree in economics, planning, business, or related field with at least five years of experience in economic development, planning, business, or related field; OR
3. A combination of experience that assures the ability to successfully perform the functions of the position.

Licenses & Certificates:

1. Must be able to pass a criminal record and background investigation.
2. Possess and maintain a valid Oregon Driver License with an acceptable driving record.

DESIRABLE QUALIFICATIONS:

1. A business and/or entrepreneurial background is desirable.
2. Previous experience in land use planning is desirable

KNOWLEDGE, SKILLS, AND ABILITIES:

The qualities below reflect the working dynamic of the position.

Knowledge of:

1. Federal and State funding sources available for economic development, grant and proposal writing techniques, and economic and social factors affecting the State of Oregon and Mid-Willamette Valley.
2. Principles, practices, and techniques of economic development, project management, contract management, and record keeping systems.
3. Proficiency in the use of electronic apps and platforms associated with or supportive of economic development endeavors.

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Skill in:

1. Business development and support of entrepreneurial startups.
2. Ability to research and plan, mobilize resources, project monitoring and community relations.
3. Skill in application of project management principles, evaluation and review techniques, development strategy preparation, and work plan development.
4. Well-developed writing and public speaking skills, judgment and tact in maintaining effective relationships with the public and various agencies.
5. Interpreting, understanding, and applying technical reports, statutes, rules, and regulations.
6. Evaluating work priorities, procedures, and processes to determine their effectiveness and efficiency.
7. Developing and implementing recommendations regarding work method procedures.
8. Interpreting fiscal and accounting procedures, insuring conformity to appropriate standards.
9. Providing outstanding customer satisfaction (internally and externally).
10. Proficient use of Microsoft Office and applicable specialized software.

Ability to:

1. Communicate orally and in writing in a clear and concise manner.
2. Represent the City positively and effectively in meetings with others.
3. Establish and maintain effective working relationship with those contacted in the course of work.
4. Develop or negotiate effective solutions to complex problems.

PHYSICAL DEMANDS OF POSITION: *The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

1. While performing the duties of this position, the employee is required to sit, stand, communicate, reach and manipulate objects, tools, or controls. This position requires mobility.
2. Duties involve moving materials, typically weighing up to 10 pounds on a regular basis and infrequently weighing up to 25 pounds.
3. Character and flow of work involve coordination of manual dexterity less than 50% of the work period.

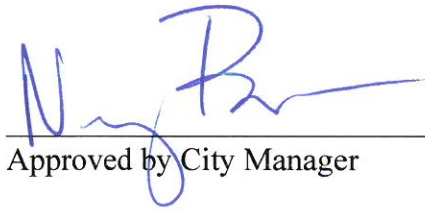
WORKING CONDITIONS:

1. Usual office working conditions. The noise level in the work environment is typical of most office environments. Infrequent exposure to outdoor construction activities occurs less than 5% of the work time. Evening meetings and some travel are required.

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SUPERVISORY RESPONSIBILITIES: Supervision is not a typical function assigned to this position. Incumbent may provide training and orientation to newly assigned personnel on department policies, practices, and procedures.

SUPERVISION RECEIVED: Works under the direction of the Community Development Director. Requires independent judgment to formulate innovative techniques and approached to economic development.



Approved by City Manager

3/25/2022

March 2022