



City of Edgewater

P.O. Box 100 • Edgewater, Florida 32132-0100

**Economic/Redevelopment Coordinator
Position Available
August 22, 2024**

Position Title:	Economic/Redevelopment Coordinator
Closing Date:	Open until filled
Annual Salary Range:	\$48,505.60 – \$80,995.20 (110)
General Summary:	<p>The Economic Development/Redevelopment Coordinator is a self-motivated, innovative leader with excellent communication and presentation skills who is willing to occupy a highly visible position in the community, work closely with businesses, community, and developmental interests while maintaining excellent relations with City Council and other members of the municipal team. The Coordinator has managerial competence, maturity of judgment and strong personal leadership as well as the ability to effectively communicate concisely, both orally and written. Must have the ability to present and interact with large general public and private meeting groups.</p> <p>This position is responsible for assisting in the creation of economic development and redevelopment programs; promoting and marketing the City; implementing strategies to attract and recruit business and industry to the City of Edgewater; and support and retain existing businesses. This position will also assist in developing small business development initiatives as well as the planning and development of public facilities and infrastructure. This position is also responsible for preparing and coordinating economic development related committee meetings. Reports to Development Services Director.</p>
Description:	<p>Evaluates economic, statistical and demographic data to analyze best means to attract, retain or expand businesses and/or industries within the City of Edgewater.</p> <p>Implements business development activities and meets and confers with business officials to assist in solving problems and coordinating logistics (e.g. financial solutions, site selection, availability of utilities, transportation, real estate, etc.) to facilitate location and/or expansion of business in the City of Edgewater.</p> <p>Identifies and recruits likely business prospects, responds to new business inquiries, maintains an inventory of available sites/building and aggressively markets suitable sites to such business prospects.</p> <p>Coordinates program development and implementation with external resources (Florida Department of Economic Opportunity, Enterprise Florida, and other county, regional and statewide economic development organizations, along with utility companies servicing the area).</p> <p>Promotes retention and expansion of industry and commerce within the city; develops and maintains a cooperative working relationship with existing businesses; identifies existing business retention and expansion needs, conducts research and identifies and utilizes available resources to address those needs.</p> <p>Maintains and develops contacts with land owners, developers, site consultants, realtors, entrepreneurs, government officials, private industry representatives, Chambers of Commerce and economic development related organizations and agencies.</p>
Minimum Qualifications:	<p>Bachelor's degree required, Master's preferred in economic development, urban planning, public administration, business administration, marketing, or a related field.</p> <p>At least two (2) years' experience in economic or community development, business assistance, commercial development, and/or business retention programs.</p> <p>FRA-Redevelopment Professional required or ability to obtain within two (2) years of hire.</p> <p>Any equivalent combination of training and experience that provides the required knowledge, skills and abilities.</p> <p>Valid Florida driver's license required</p>
<p>Please See Full Job Description. Applications may be obtained from the Human Resources Department or from our web site www.cityofedgewater.org Education documents must be submitted at time of application. EOE/DFWP/VP</p>	