



CITY OF ST. PETERSBURG, FLORIDA

An Affirmative Action/Equal Opportunity Employer

JOB ANNOUNCEMENT

POSITION – IRC45979

Economic Development Coordinator

DEPARTMENT

Economic & Workforce Development

CLOSE DATE

01-18-2019 (4:00 PM EST)

SALARY

\$60,570 - \$98,292

DESCRIPTION

This is responsible professional and public contact work in coordinating, monitoring and supervising the planning, development and implementation of comprehensive municipal economic development and community revitalization programs. Funded through tax increment financing, the position will be focused exclusively on work in the South St. Petersburg Community Redevelopment Area (CRA), which is 7.4 square miles in area and has a population of more than 34,000 residents, one-third of whom are below poverty. The CRA was established in 2014 and is set to expire in 2045. The South St. Petersburg Community Redevelopment Plan is primarily implemented through fourteen TIF-funded CRA programs that provide grants to commercial property owners and businesses, support early childhood education and workforce development initiatives and construct and renovate affordable housing. Work involves coordinating the facilitation and review of ongoing and future economic development or redevelopment activities through the City, including the public and private finance programs involved; providing assistance to developers, businesses, real estate professionals, property owners and other related parties in matters related to community development and redevelopment areas; and coordinating with other departments in the City that support the CRA's redevelopment objectives. Work includes assisting with the design, development and coordination of plans for existing and new community development programs; reviewing and completing grant applications to facilitate projects for commercial and industrial growth; processing applications and implementing projects for a variety of state, federal and local incentive programs; maintaining statistical information and performing business analytics; attending civic meetings to make presentations and explain economic development plans and projects; and preparing correspondence, reports and manuals. Work also requires the exercise of considerable independent judgment, initiative, ingenuity and tact; and extensive, productive interaction with City officials, other governmental agencies, business owners, neighborhood representatives and the general public.

JOB REQUIREMENTS**Minimum Qualifications. Applicants must:**

- Have a Bachelor's degree from an accredited college or university with major course work in public administration, business administration, planning, sociology or related field.
- Have some prior experience promoting reinvestment in housing and neighborhoods, commercial corridors, business development, education and workforce development and non-profit capacity building by utilizing tax increment financing to leverage private investment in Community Redevelopment Areas (CRAs) through public-private partnerships.
- Have significant prior work experience in economic development as applied to business startup, financial analysis, real estate development, urban planning/redevelopment, and/or project management.
- Have considerable knowledge of the principles, practices and techniques used to maintain successful economic development and community revitalization programs.
- Must possess and continue to maintain a valid Driver License.
- Must be able to communicate clearly and concisely, orally and in writing.
- Must be skilled in the use of a computer, including Microsoft Office Suite (Word, Excel, PowerPoint and Access).

Desirable Qualifications. Preferred applicants:

- Have a Master's Degree from an accredited college or university in public administration, business administration, planning, sociology or related field.
- Have knowledge of federal, state and local laws and private sector influences that affect economic development; are able to effectively interpret and apply regulations and principles regarding economic development; and are able to competently maintain comprehensive records of economic development activities and prepare related reports and correspondence.
- Professional certification as a professional planner, economic developer, housing or finance specialist.

IMPORTANT APPLICATION INSTRUCTIONS

For purposes of employment, re-employment, promotion, transfer or demotion, the most qualified applicants will be selected to continue in the hiring process. At this point, any prior criminal records will be verified. A prior criminal record will not necessarily disqualify a selected applicant from employment. The City of St. Petersburg is committed to a Drug Free Workplace and compliance with the Department of Transportation (DOT) drug testing rules. Applicants may be required to successfully complete pre-employment drug testing and/or medical exams.

HOW TO APPLY

Apply online at www.stpete.org/jobs - Select Apply for Jobs/Register/View Job Postings. City employees must use the Current City Employee link or use a City computer to access iRecruitment Employee Candidate. The City of St. Petersburg is committed to affirmative action and equal opportunity employment, and encourages individuals with disabilities and veterans to apply for posted positions. In accordance with Chapter 295 of the Florida Statutes, qualified service members/veterans and the spouses/family members of certain servicemembers/veterans receive preference/priority in employment. Eligible applicants are responsible to apply for Veterans' Preference at the time of submission of any job application. Reasonable accommodations may be made for qualified individuals with disabilities to apply, to interview for positions and to perform the essential job functions.