**CLASS TITLE: COMMUNITY AND ECONOMIC DEVELOPMENT COORDINATOR I**

**BASIC FUNCTION:**
Under the direction of an assigned supervisor, performs responsible administrative and basic technical tasks in support of the Community and Economic Development Division; assists in the preparation of reports, performs research studies, assists in the preparation of grant applications and provides analysis and recommendations regarding a variety of community and economic matters.

**DISTINGUISHING CHARACTERISTICS:**
Community and Economic Development Coordinator I is the trainee level in a series. Incumbents work under supervision and assignments are generally limited in scope. Community and Economic Development Coordinator II incumbents perform more complex project related assignments under the supervision of an assigned supervisor. Community and Economic Development Coordinator III incumbents serve as lead person on highly complex assignments and provide training to Community and Economic Development Coordinator I-II as assigned by management.

**REPRESENTATIVE DUTIES:**
Perform studies as assigned within the economic development areas; research data, analyze results, and prepare recommendations for review by Community and Economic Development Coordinator II or III and/or the manager.

Gather information and reports, regulations, process requests for information and other matters; identify project alternatives and issues and make recommendations to the manager for proper courses of action.

Assist Community and Economic Development Coordinator II and III in the preparation of grant proposals in support of the department activities.

Assist in the preparation of a variety of complex reports in support of department activities and programs.

Compose basic correspondence, reports, manuals, and other documents for management which communicate Department policies and procedures.

Attend meetings, trainings, and conferences representing the department. Research new laws, rules, regulations, and proposed legislation; provide reports to the manager and others regarding impact on the County of Imperial.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**
- Statistical methods.
- Operation of a computer terminal and data entry techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Research methods and report writing techniques.
- Laws, rules and regulations related to assigned activities.
- Interpersonal skills using tact, patience and courtesy.

BOS: September 25, 2018 – Title Change and Revision
ABILITY TO:
Recognize, define and resolve administrative support problems in a day to day operation environment.
Communicate effectively both orally and in writing.
Prepare and deliver oral presentations.
Establish and maintain cooperative and effective working relationships with others.
Prioritize and schedule work.
Maintain current knowledge of program rules, regulations, requirements and restrictions.
Analyze situations accurately and adopt and effective course of action.
Plan and organize work.
Meet schedules and time lines.

EDUCATION AND EXPERIENCE:
Bachelor's degree related to public administration.

LICENSES AND OTHER REQUIREMENTS:
Valid California driver's license.

WORKING CONDITIONS:
Office environment.
Physical abilities required include dexterity of hands and fingers to operate a computer terminal, typewriter and other office equipment, and hearing speaking to exchange information.