

ORDINANCE NO. 90-75 AC CMS

AN ORDINANCE APPROVING A JOB DESCRIPTION FOR
THE ECONOMIC DEVELOPMENT OFFICER OF THE CITY OF OBERLIN, OHIO

BE IT ORDAINED by the Council of the City of Oberlin, County of Lorain, State of Ohio, a majority of all members elected thereto concurring:

SECTION 1. That the attached description of job duties for the Economic Development Officer of the City of Oberlin, Ohio, is hereby approved.

SECTION 2. It is hereby found and determined that all formal actions of this Council concerning or relating to the adoption of this ordinance were adopted in an open meeting of this Council and that all deliberations of this Council and of any of its committees that resulted in such formal action, were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 3. That this ordinance shall take effect at the earliest date allowed by law.

PASSED: 1st Reading - October 15, 1990
2nd Reading - November 5, 1990 (Emergency)
3rd Reading -

ATTEST:


CLERK OF COUNCIL


CHAIRMAN OF COUNCIL

POSTED: November 7, 1990

EFFECTIVE DATE: November 5, 1990

ECONOMIC DEVELOPMENT OFFICER

GENERAL STATEMENT OF DUTIES

Responsible for the implementation and coordination of the City's Economic Development Program. Provides staff assistance for the Oberlin Community Improvement Corporation. Develop and implement promotional activities, including visitations to industry and businesses which are or would like to locate in Oberlin. Works with staff to coordinate all activities which will result in successful developments.

SUPERVISION RECEIVED

Works under the supervision of the City Manager.

SUPERVISION EXERCISED

None

JOB DUTIES

Coordinate the City's efforts to assist private business in expansion and relocation in the City.

Pursue and coordinate programs which will result in increased housing opportunities.

Coordinate and administer the promotional campaign.

Assist the Central Business District in developing programs which allow it to stabilize its economic viability and market mix.

Coordinate business assistance programs with the Chamber of Commerce.

Evaluate requests from private developers for public sector participation in economic development projects and prepare recommendations for City Council action.

Coordinate plan review activities for the City Manager and Director of Buildings and Grounds on new development projects.

Provide staff assistance to the Oberlin Community Improvement Cooperation.

Administer the City of Oberlin's Revolving Loan Fund.

MINIMUM QUALIFICATIONS

Person must have a B.S or B.A. in public administration, planning or finance. Related experience desirable. Superior written and verbal communication skills. The ability to strategically

coordinate development activities. Have a basic knowledge of municipal services as they relate to development. Understand tax implications on social and educational institutions. Possess the ability to financially analyze the needs of the community and business to ensure success of development.

LICENSE OR CERTIFICATIONS

None

PAYGRADE: Range 14

F.L.S.A.

CIVIL SERVICE : Unclassified

CLASSIFICATION: