

ORDINANCE NO. 03-101 AC CMS

AN ORDINANCE ESTABLISHING THE POSITION OF ECONOMIC & HOUSING DEVELOPMENT OFFICER FOR THE CITY OF OBERLIN, OHIO, AND SETTING THE COMPENSATION FOR SAME, AND DECLARING AN EMERGENCY

BE IT ORDAINED by the Council of the City of Oberlin, County of Lorain, State of Ohio, five-sevenths (5/7ths) of all members elected thereto concurring:

SECTION 1. That there is hereby created the position of Economic & Housing Development Officer for the City of Oberlin, Ohio, said position to be filled by the City Manager, be in the classified civil service, receive compensation within Pay Grade 6 of the City of Oberlin Position Classification Plan, and include the job duties set forth in the attached job description, as approved by the Oberlin Civil Service Commission on November 11, 2003.

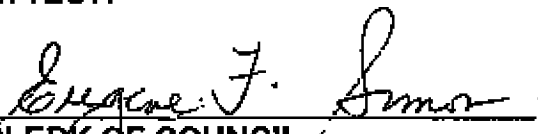
SECTION 2. It is hereby found and determined that all formal actions of this Council concerning or relating to the adoption of this ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action, were 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 is hereby declared an emergency measure necessary for the preservation of the public peace, health and safety of the citizens of the City of Oberlin, or to provide for the usual daily operation of a municipal department, to wit:

"to ensure that the City can proceed with filling the Economic & Housing Development Officer position to assist the City with Economic Development matters at the earliest possible date", and shall take effect immediately upon passage.

PASSED: 1st Reading - November 17, 2003
2nd Reading - December 1, 2003 (E)
3rd Reading -

ATTEST:


CLERK OF COUNCIL


CHAIR OF COUNCIL

POSTED: December 2, 2003

EFFECTIVE DATE: December 2, 2003

City of *Oberlin*

85 South Main Street, Oberlin, Ohio 44074
(440) 775-1531

November 11, 2003

To: City Council & Appointees
From: Robert DiSpirito, City Manager *(RD)*
Re: Proposed Job Description (Ordinance No. 03-101)

Per Council's request, my staff and I are proposing Ordinance No. 03-101, which would establish a job description for the position of Economic & Housing Development Officer for the City of Oberlin. A copy of the description is attached. After having worked on finding a way to fund this position for more than a year, City Auditor Sal Talarico and I are pleased to be able to include this position as a recommendation in Council's proposed *Fiscal Year 2004 budget*.

I appreciate the effort that Council recently made in reviewing and commenting on this job description. The Oberlin Civil Service Commission likewise reviewed this document today, and voted unanimously to recommend it to City Council. Previously, my department heads, City Auditor Sal Talarico and City Solicitor Eric Severs had reviewed and commented on the draft, offering a number of improvements. I appreciate everyone's assistance.

As discussed in my memo to Council of October 31st, the attached document is an effort to amend the 1997 existing job description for this position to reflect the challenges and opportunities facing Oberlin today in the fields of economic development and housing. I would respectfully request that Council consider approving this job description on Emergency Monday evening in order for staff to begin the recruitment process as soon as possible.

If you have any questions, please let me know.

cc: Department Heads

"Ohio's Best College Town"

—OHIO Magazine

ECONOMIC AND HOUSING DEVELOPMENT OFFICER

General Statement of Duties

Responsible for the retention, expansion and attraction of industrial, commercial and housing developments. Help to maintain existing commerce, create new jobs within the City, assist private enterprises to prosper, expand Oberlin's tax and utility customer base, and diversify our economy. Selectively markets the Oberlin area, using appropriate financial tools. Pursues improvements to downtown Oberlin, writes grant applications, recruits appropriate industrial and housing developers, and oversees the Community Housing Improvement Program (CHIP). Explores economic development opportunities with surrounding townships, the Oberlin School District and Loran County. Advises Director of Planning & Development, City Manager and Oberlin Community Improvement Corporation (OCIC) on ways to improve Oberlin's business climate and utility customer base.

Supervision Received

Works under the supervision of the Director of Planning & Development, and works closely with City Manager, electric, engineering, public works and finance staff.

Supervision Exercised

Supervises the CHIP Housing program, including any consultants or City employees assigned to that program.

Job Duties

- Pursue economic and utility development activities for the City, including the retention, expansion and attraction of industry and commercial enterprise.
- Pursue and coordinate programs that will result in increased affordable housing opportunities.
- Provide technical assistance and information to aid businesses and industry, including coordinating the support of all City departments.
- Maintain an industrial site/building inventory and prospect activity files. Match potential businesses with available space. Work to fill commercial and industrial vacancies.
- Assists with detailed plan reviews of development proposals with Planning Director, Public Works Director, Electric Director, City Engineer, Fire Chief, Code Administrator, City Manager and other City staff as needed. Perform site selection analyses. Make confidential recommendations to City Manager.
- Oversight for CHIP housing rehabilitation program, including supervising any staff or consultant involved with the CHIP program.

- Provide staff support to OCIC and assist them in administering Oberlin's Revolving Loan Fund and Facade Improvement Fund.
- Serve as City liaison to Oberlin Chamber of Commerce, Main Street Program, Tax Abatement Negotiation Committee, Lorain County Chamber, and others as assigned. Attend sessions of City Council, the Planning Commission and other Commissions/Boards as necessary, as well as participating in meetings with residents. Represent Oberlin with county, state and federal development agencies. Make public presentations as needed.
- Devise and implement a marketing program to attract new business and industry. Guide prospects through Oberlin's development process. Write marketing material and publications that promote Oberlin to outside developers and funding agencies.
- Promote financial incentives, such as competitive electric utility rate and services, Community Reinvestment Area tax abatements, Enterprise Zone applications and low-interest loans, for new and expanding enterprises. Determine debt service capacity of borrowers, review renovation/acquisition plans, prepare and review loan documents and contracts. Explore all sources of private and public funds for projects, including special assessments, tax credits, grants, improvement districts and tax incremental financing.
- Identify opportunities for redevelopment and adaptive re-use of existing vacant buildings. Work in conjunction with City's historic preservation goals, energy efficiency and sustainable land use.
- Assist City in administering the CDBG grant program, develop annual CDBG budget, analyze funding requests and prepare year-end reports.
- Communicate frequently with existing industries and businesses to gauge the present level of activity, and to determine current and future needs and opportunities.
- Keep abreast of changes in relevant fields such as taxation, funding sources, development legislation and regulations, utilities and real estate. Attend training sessions and conferences as needed.
- Assist Director of Planning & Development with creating and implementing the community long-range Comprehensive Plan especially in the areas of utility, transportation and land use planning for future industrial, commercial and housing developments. Master plans should be devised and maintained for industrial development, the central business district and housing.
- Maintain basic information pertaining to the City, including demographics, housing statistics, employment characteristics, tax base data, utility rates and a profile of existing industrial, commercial and residential development.
- Research, write and implement state and federal grants. Perform grant-required monitoring of projects, including environmental reviews, equal employment opportunity, citizen participation, fair housing, and other specific grant program requirements.
- Other related duties as assigned.

Minimum Qualifications

Education Must possess Bachelor's Degree (or equivalent with relevant experience) in economics, finance, public administration, urban planning or related field. Master's Degree in same preferred.

Experience Five years of progressively responsible experience in community, utility and/or economic development, particularly in industrial, commercial, and/or housing fields. Familiarity with the Main Street approach to downtown revitalization. Demonstrable experience servicing existing enterprises and developers, as well as work in finance, business recruitment and grant writing. Prior supervisory experience preferred.

Knowledge/Skills Knowledge of industrial, commercial and housing development principles and practices. Familiarity with finance, economics, planning, recruitment, real estate, and municipal government operations and regulations as they relate to development. Ability to market and promote business incentive programs, an industrial park, and the City itself to existing and potential enterprises. Ability to strategically coordinate development activities, and to manage multiple projects concurrently. Knowledge of local, state and federal grants. Superior interpersonal, written and verbal communication skills, including the ability to explain technical information clearly in reports and public presentations, to facilitate meetings and to organize people. Proven ability to establish and maintain effective working relationships with the business and industrial community, developers, elected officials, advisory boards, City employees, professional peers and the general public. Must possess strong research and analytical skills, and be computer literate in word processing, spreadsheet, presentation, graphics and database software applications. Must be well organized, motivated and able to work independently with minimal supervision. Must be able to work occasional evening and weekend hours in addition to a regular workweek, and to travel overnight as required.

Licenses and Certifications

- Certification from the National Development Council as an Economic Development Finance Professional or the American Institute of Certified Planners is preferred.
- Must possess and maintain a valid State of Ohio driver's license and proof of insurability

Paygrade: 6

Classification: Classified Non-competitive

F.L.S.A. Rating:

Civil Service Rating: Provisional

Date of Civil Service Approval: