



County of Berks POSITION DESCRIPTION FORM

Position Title:	<u>Economic Development Coordinator</u>		
Department:	<u>Commissioners</u>	Reports To: (Title)	<u>DCAO/Director of Economic Development</u>
Effective Date:	<u>April 27, 2021</u>	Revision Date:	
Wage Category:	<input checked="" type="checkbox"/> Exempt	<input type="checkbox"/> Non-Exempt	
EEO-1 Category:	<u>Professional</u>	Union Classification:	<u>N/A</u>

POSITION SUMMARY:

This position is responsible for coordinating and managing a wide variety of administrative and outreach organizational activities for the Economic Development function of the Commissioner's Office. This position works with the DCAO/Director of Economic Development and reports to the Deputy Chief Administrative Officer (DCAO)/Director of Economic Development.

POSITION RESPONSIBILITIES:

Essential Functions

1. Provides direct support to the DCAO/Director of Economic Development in the facilitation of the County's Economic Development priorities and strategies as they are adopted or may be determined from time to time.
2. Acts as a point of contact for business inquiries and request. Facilitate connections with appropriate resources and follow up and track the support provided.
3. Establish and maintain positive relationships with economic development professionals and organizations across the Commonwealth.
4. Initiate and coordinate communication with various County Departments, agencies, community organizations, Commonwealth of PA, as it may be related to economic development, community development, and workforce.
5. Coordinates and leads Berk's County's participation with Team PA and DCED's PA Partners (or other named marketing initiative) for state and regional economic development activity and collaboration.
6. Coordinates and leads the pro-active business outreach County Commissioner's business outreach to existing businesses and site visits.
7. Communicates pro-actively in writing and verbally with businesses, municipalities, and constituents related to economic development.
8. Attends meetings with the DCAO as may be requested. At various times, the Coordinator will represent the Director of Economic Development and the County.
9. Keeps abreast of economic development best practices, especially those that best serve Third Class Counties.

MINIMUM EDUCATION AND EXPERIENCE:

- Bachelor's Degree in Public Administration, Business Administration, Marketing, Communications, Economic Development, or related field.
- Extensive experience in working with customers and varied computer software applications including Microsoft Office Suite.
- Five years of experience in economic or community development is strongly preferred.
- Any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.
- Economic development professional certifications from International Economic Development Council (IEDC) and/or National Development Council (NDC) strongly preferred.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of economic development best practices and strategies.
- Advanced skills in a variety of computer software applications which may include social media platforms, including but not limited to Microsoft Office Suite.
- Ability to maintain confidential information.
- Ability to exercise good judgment, tact, and courtesy.
- Ability to organize work in a logical, effective, and efficient manner.
- Ability to effectively manage multiple projects simultaneously.
- Ability to communicate effectively both orally, and in writing.
- Ability to maintain professional demeanor when dealing with internal/external customers.
- Ability to work independently with a high degree of organization and sound judgment.
- Ability to develop effective internal and external relationships and provide a high level of customer service on behalf of Berks County to residents and businesses.
- Ability to handle stress.
- Physical presence in the office is required.

PHYSICAL DEMANDS:

While performing the duties of this position, the incumbent will frequently be required to sit for extended periods of time, stand, walk, talk, or hear, and work with office equipment.

WORKING ENVIRONMENT:

- Normal office environment.
- Will require attendance at meetings and tours of commercial and industrial land and buildings and on-site business visits.

This position description serves as a guideline for communicating the essential functions and other information about the position to the applicant/employee. It is not intended to create a binding employment contract nor cover every detail of the position and may be changed where appropriate.