

City of Oshkosh

Position Description

Position: ECONOMIC DEVELOPMENT SPECIALIST

Department: Community Development

Reports to: Community Development Director

Date: February 9, 2012

FLSA Status: Exempt

POSITION SUMMARY

This position provides multi-disciplinary solutions for economic development projects. This position also manages all City-related contacts, reviews, approvals, and inspections to ensure the project stays on time and on budget. This position will coordinate all City departments for education, consultations, plan review, permit issuance, inspections, and final approvals.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Consulting with owner, designer and contractors – ascertain time lines, code requirements, and submittal requirements for all designers, contractors and sub-contractors.
- Ensuring Progress – continually check with owner, designers, contractors and sub-contractors regarding status of project construction, pending inspections, correcting violations resulting in final occupancy.
- Problem-Solving - resolve design and code issues or interpretations with sensitivity to timeliness and budget for the project with owner, designers, contractors and sub-contractors.
- Communicating – continuously communicate with owners, designers and contractors, city staff, and state staff. Alert Community Development Director to situations that require his/her attention. Provide weekly project updates to the Community Development Director, City Manager, and others as needed. (CHAMCO, OAEDC, City Council)
- Measuring performance – continuously compare project progress to established timeline and city performance expectations for plan review, permit issuance, inspections and responses, adjust City schedules accordingly.
- Site Plan Review Committee – scheduling, meeting, coordinating with City staff and applicant and applicant's designers and contractors.
- Continuously improve customer service delivery for economic development projects in the City.
- Assist Chief Building Official and other City inspectors in code interpretations, inspections, develop alternatives for code compliance, and customer consultations.
- Act as the Community Development Director in his/her absence for Economic Development projects.
- Perform other duties as assigned.

REQUIRED MINIMUM QUALIFICATIONS

Education and Experience:

- Bachelor's degree in Planning, Engineering, Architecture, Public Administration, or related field.
- Four (4) to Six (6) years experience in economic development, planning, or public administration.
- Possess and maintain a valid WI Driver's license.

Necessary Knowledge, Skills, and Abilities:

- Ability to serves as an expeditor and liaison between public agencies and private business, developers, and contractors.
- Knowledge of the economic development process, project management, scheduling, and monitoring.
- Ability to establish and maintain effective working relationships by communicating, verbally and in writing, with city employees, contractors, developers, and the general public.
- Possess superior interpersonal skills, be team oriented, and able to establish and maintain effective working relationships with co-workers, other city employees, and external clients.
- Proficient in reading and interpreting drawings and specifications,
- Ability to help interpret and apply building codes, zoning codes, stormwater codes, health codes, fire codes, etc.
- Ability to work independently and make decisions.
- Ability to coordinate multiple projects, simultaneously.
- Ability to work with confidential information.
- Skilled at meeting deadlines, managing multiple priorities, and effectively resolving challenging interpersonal relations.
- Skilled in the use of personal computers including experience with all MS Office products.

In evaluating candidates for this position, the City may consider a combination of education, training and experience which provides the necessary knowledge, skills and abilities to perform the duties of the position.

TOOLS AND EQUIPMENT USED

Office machines and equipment, such as computer, printer, handheld inspection tools, ladders, cameras, cell phones, fax machine, copier, and MS Office suite.

PHYSICAL DEMANDS

The physical demands described in this position description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the essential functions of this job, the employee is frequently required to sit, stand, kneel, squat and talk or hear. The employee is required to walk; use hands to finger / handle objects or operate tools or controls; and reach with hands or arms; climb ladders; negotiate the terrain/obstacles on construction sites.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required of this job include close and distance vision and the ability to adjust focus.

Work outside in all types of weather.

WORK ENVIRONMENT

The work environment characteristics described in this position description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is quiet to noisy.

SELECTION GUIDELINES

Formal application, resume, rating of education and experience, oral interview, background check and job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The position description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.