



# Economic Development Coordinator

**Department: Constituent Services**

**FLSA Designation: Part-Time Non-Exempt**

**Pay Grade: 16**

**Effective Date: 05/2025**

## **Job Summary**

The Economic Development Coordinator supports the County's economic development initiatives by coordinating programs, projects and partnerships aimed at promoting business attraction, expansion, and retention. This position assists in implementing strategic plans, managing economic data, cultivating relationships with stakeholders, and supporting community development efforts to enhance the County's economic vitality. Reporting to the Director of Constituent Services, this position plays a critical role in facilitating information collection related to 63-602NN Exemption Applications, to ensure investment and accountability on economic development initiatives.

## **Key Responsibilities:**

- **Business Attraction, Retention, and Expansion**
  - Develops and implements strategies to attract, retain, and expand industrial, commercial, and small businesses
  - Markets Canyon County's assets to prospective businesses, including available properties, incentives, workforce capabilities, and quality of life.
  - Coordinates and manages business recruitment, retention, and expansion projects through proactive outreach and relationship building
  - Assists businesses in navigating incentive programs and accessing resources.
- **Community and Stakeholder Engagement**
  - Fosters partnerships with local, regional, and state agencies, developers, business leaders, and community organizations
  - Represents the County at meetings, conferences, workshops, and training sessions to remain current on best practices, industry standards, and emerging trends in economic development
  - Coordinates with chambers of commerce, real estate professionals and economic development organizations to stay informed about market trends and opportunities.
- **Research, Analysis, and Reporting**
  - Collects, organizes, and analyzes economic and business data to identify trends, opportunities, and challenges
  - Prepares reports, briefings, and presentations for County Leadership, elected officials, and community stakeholders.
  - Tracks project progress and maintains documentation on business contracts, development leads, incentive agreements, and project milestones
- **Program Development and Workforce Support**
  - Assists in development of policies, strategies, and programs that enhance the County's competitive economic position
  - Supports workforce development efforts by partnering with educational training institutions to align programs with employer needs.
  - Advises leadership on emerging economic trends and recommends strategies for program improvement and policy adjustments.
- **Other Duties**

- Performs all work duties and activities following County policies, procedures, and safety practices
- All other duties as assigned

### **Qualifications**

#### **Skills and Abilities**

- Comprehensive knowledge of economic development practices & resources.
- Strong analytical and project management skills
- Exceptional communication and interpersonal skills
- Ability to interpret and apply development-related ordinances, policies and regulations
- Demonstrated ability to build and maintain collaborative relationships
- High level of initiative and independence
- Proficiency in using standard and customized software applications

### **Special Qualifications**

- Special Qualification #1 (Specific Certificate Required)
- Must successfully complete a background investigation

### **Education and Experience**

- Bachelor's degree in urban planning, Business Administration, Public Administration, Economics, or closely related field preferred; or
- Minimum of three (3) years of progressively responsible professional experience in high-level management within the private sector, land use planning, community or business development, project management, business ownership or management, or executive-level experience with a government entity focused on business recruitment and retention; or
- Any equivalent combination of education, experience and training which provides the knowledge, skills and abilities necessary to perform the work

### **Essential Physical Abilities**

- Clear speech with or without an accommodation, to effectively convey detailed or important instructions or ideas accurately, loudly and/or quickly
- Sufficient clarity of hearing with or without reasonable accommodation to enable the employee to hear average or normal conversations and receive ordinary information
- Visual acuity, with or without an accommodation, to read instructions, review and organize documents
- Requires sufficient personal mobility and physical reflexes, which permits the employee to function in a general office environment to accomplish tasks
- Ability to lift 20 lbs

### **Disclaimer:**

To perform this job successfully, an individual must be able to perform the primary job responsibilities satisfactorily with or without reasonable accommodation. The above statements are intended to describe the general nature and level of work being assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals in the job. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice.

Canyon County is an Equal Opportunity Employer. Employment decisions related to recruitment and selection are made without regard to race, color, religion, sex, national origin, age, disability or genetics.