

**ECONOMIC DEVELOPMENT COORDINATOR**  
**Jamestown Urban Renewal Agency (JURA)**

**POSITION ADVERTISEMENT:**

The City of Jamestown is seeking a skilled Economic Development professional with an interest in improving the livability and economic environment of the community. The Economic Development Coordinator will have a background in Business Administration, Economics, Public Administration, Urban Planning, Real Estate, Accounting/Finance, or related field. The Economic Development Coordinator will work closely with City Building & Zoning Code Enforcement Officer, Principal Planner, Compliance Manager, Grants Manager and Department of Development staff and will collaborate with other City departments as necessary and/or directed to ensure effective development activities and to achieve the goals and objectives set forth by the Department.

The Economic Development Coordinator will provide guidance on all development activities to existing and potential businesses seeking to establish and/or grow their business in the City, as well as to the Department of Development, relevant Committees and Commissions, City Departments and City Council. Experience and understanding of urban planning principles as well as development would be viewed as an asset.

Work is performed under the general direction of the Director of the Department of Development in accordance with established policies and procedures with the expectation that independent judgment will be exercised in applying and interpreting policies and procedures and in carrying out the details of the work. This is an excellent opportunity to join a fast-paced municipal development team in a vibrant and growing community.

The successful candidate will be forward-thinking, innovative, and detail-oriented and will possess strong interpersonal and creative problem-solving skills and a genuine desire to actively promote a diverse, thriving, and dynamic community by providing excellent customer service; fostering safe and sustainable development; working with existing business owners, entrepreneurs, developers, the community, stakeholders, and city officials to maximize quality of life and shape the future of the City of Jamestown.

**DISTINGUISHING FEATURES OF THE CLASS:**

The Economic Development Coordinator interacts with businesses and represents the Department of Development to achieve economic development in the City of Jamestown. This position is a direct report to the Director of Development or a designee. Provides assistance in developing and implementing innovative economic development and business assistance programs and strategies. Does related work as required. No supervisory duties are exercised.

**GENERAL STATEMENT OF DUTIES:**

The Economic Development Coordinator serves in a project management role for Jamestown Local Development Corporation (JLDC) programs Greater Zone Capital Corporation (GZCC); assists with coordination and implementation of economic development projects, programs and grants, including the Community Development Block Grant (CDBG), and JLDC Loan Programs; assists with city-wide business recruitment, development, and retention; assists the Jamestown Urban Renewal Agency (JURA) with technical, financial, and operational support; performs research, analysis and evaluation of technical information to determine feasibility and economic impact of proposed and existing projects and programs; coordinates City activities with State and Federal agencies to promote economic development; assists with management of social media outlets and websites associated with economic development initiatives; supports in planning and implementing an economic

development strategy for the City; aids in site selection for businesses interested in locating or expanding within the City and collaborates with, makes referrals to and acts as a liaison with outside agencies including but not limited to Chautauqua County Industrial Development Agency, Southern Tier Economic Development Organization, Jamestown Renaissance Corporation, NYS Empire State Development, Small Business Development Center at Jamestown Community College, Manufacturer's Association of the Southern Tier, Chautauqua Works/Workforce Investment Board, and Chautauqua Opportunities for Development Inc. for business recruitment, expansion, and start-up initiatives; acts as a conduit to the business community for City-related troubleshooting/ inquires and toward integrated and effective outcomes.

**JOB DUTIES:** (Include but not limited to the following:)

- Develops materials and strategies to guide established and potential business owners through the City's technical, financial, regulatory, and permitting processes and directs to resources available;
- Participates in studies and prepares statistical reports as required by the Director of Development;
- Organizes, publicizes and participates in community meetings regarding economic development projects;
- Attends and may represent the department at meetings involving economic development activities on behalf of the Department of Development;
- Work closely with the City's elected and appointed leadership in setting and carrying out the City's vision, mission and objectives for development;
- Provide technical assistance and guide private developers through the regulatory process;
- Coordinate with developers, building owners, design professionals, and agencies on rehabilitation, restoration, adaptive-reuse and building expansion activities;
- Marketing, administration and reporting of revolving loan programs administered by the Jamestown Local Development Corporation (JLDC);
- In conjunction with the Office of the Corporation Counsel, pursuit of all loans in default;
- Conduct bi-annual survey and cataloging of available storefront and office space in the central business district;
- Assistance with planning, public input, application and management activities for various state and federal grants in aid programs (i.e.: CDBG, ARC, EPF, EPA, NYS Main Street, Restore, NY, etc.);
- Marketing and administration of CDBG grant programs;
- Advertisement, marketing and management of JURA-controlled properties including Country View Estates, residential and commercial properties;
- Assist other City Departments and/or DOD teammates with special projects as assigned by the JURA Executive Secretary/Director of Development

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of the geographic, social and economic structure of the City;
- Ability to manage multiple assignments, and perform quality work within deadlines, with or without direct supervision;
- Ability to establish and maintain effective working relationships with other employees, City officials, agencies and community partners, and the general public;
- Ability to work effectively as a team contributor on all assignments;
- Ability to function in highly stressful circumstances;
- Ability to maintain a high level of professionalism and to conduct business in an ethical manner at all times;

- Knowledge of federal, state and local municipal procedures, ordinances, laws and policies governing economic development, community development, land-use, long-range planning, urban design, and building construction;
- Proficiency with commonly used computer programs including but not limited to Microsoft Office Suite, Adobe Creative Suite, GIS, Canva, and others;
- Ability to create graphic designs in the form of infographics, flyers, and other visual materials;
- Must be able to demonstrate integrity, tact, resourcefulness, and initiative;
- Excellent oral and written communication skills;
- Excellent interpersonal and public relations skills;
- Group facilitation skills;
- Strong organizational skills

**MINIMUM QUALIFICATIONS:**

Master's Degree from an accredited college or university with major coursework in public administration, business administration, finance, real estate and/or city/urban planning, or closely related field and at least one (1) year of full-time experience, preferably in local government, in economic development, real estate marketing, and/or commercial loan evaluation.

OR

(B) Bachelor's Degree from an accredited college or university with major coursework in public administration, business administration, finance, real estate and/or city/urban planning, or closely related field and three (3) years of full-time experience, preferably in local government, in economic development, real estate marketing, and/or commercial loan evaluation.

OR

(C) An equivalent combination within the limits of A and B.

OR

(D) Any combination of education and experience sufficient to successfully perform the essential functions of the job qualifies.

**SPECIAL REQUIREMENTS:**

Possession of a New York State Driver's License that must be presented at time of appointment and maintained during employment.

Attendance at evening or weekend meetings as necessary.

Preference given to candidates that are domiciled residents of the City of Jamestown.

**HOW TO APPLY:**

Interested parties should send a resume, cover letter, sample of writing and professional references to Crystal Surdyk at [surdyk@jamestownny.gov](mailto:surdyk@jamestownny.gov) or by mail to the Department of Development, 4<sup>th</sup> Floor; Municipal Building; 200 East Third Street, Jamestown, NY 14071. Electronic submission of materials is strongly encouraged.

**JOB TYPE:**

Full-time

Salary ranges is \$51,369 - \$62,999 and is commensurate with experience and qualifications.

Excellent benefits package includes paid vacation and holidays, personal days, health, dental, and

participation in the NY State & Local Retirement System. (Benefits may be modified based on collective bargaining unit terms.)

The Jamestown Urban Renewal Agency (JURA) is an Equal Opportunity Employer.