



Job Description

Economic Development and Administrative Coordinator

Employment Status: Part-time

FLSA Status: Non-Exempt

Experience Required: 1 to 5 years of relevant experience in local government, project management, or business retention.

Minimum Education Requirements: High School Diploma or G.E.D.

Direct Supervisor: City Administrator

Supervisory Responsibility: No

Primary Work Location: Office Setting

Certification: Valid State of Missouri driver's license

Job Summary: The Part-Time Economic Development & Administrative Coordinator supports the City's economic development initiatives by serving as a liaison between the City and the business community while providing administrative support to various City departments. This position assists with business recruitment, retention, and expansion efforts, coordinates communication with local businesses, and provides support for special projects and City operations. The position also serves as a backup for various administrative functions.

Essential Job Functions:

Economic Development

- Serve as a point of contact for existing and prospective businesses.
- Assist with business recruitment, retention, and expansion initiatives.
- Coordinate meetings with business owners, developers, and community organizations.
- Maintain relationships with local business organizations, chambers of commerce, and economic development partners.
- Research and compile demographic, economic, and market data to support development efforts.
- Assist in preparing marketing materials, presentations, and reports promoting the City.
- Track economic development projects and maintain related records.
- Attend meetings and events representing the City as assigned.

Business Liaison

- Respond to inquiries from businesses regarding City services, permitting processes, and development opportunities.
- Coordinate communication between businesses and City departments.
- Identify opportunities to improve customer service and streamline business interactions with the City.
- Assist in organizing business appreciation events and networking opportunities.
- Maintain regular communication with the local business community to identify concerns and opportunities.

Administrative Support



Job Description

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- Assist with preparation of reports, agendas, correspondence, and meeting materials.
- Maintain records and files in accordance with City policies.
- Assist with special projects and organizational initiatives.
- Serve as a backup for administrative positions during absences or periods of increased workload.
- Help maintain City records
- Assist with public records requests and records management in accordance with Missouri Law.
- Cross-train in other administrative functions to ensure continuity of operations.

Important Functions:

- To attend Seminars, workshops, and other training for professional development purposes.
- Utilizes necessary computer applications such as word processing and database.
- Works cooperatively with various departments.
- Perform other tasks and duties as assigned

Essential Functions, Qualifications, Knowledge, Skills, and Abilities (KSA's) for Employment

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Knowledge of the principles and practices of economic development, business retention, and business recruitment.
- Knowledge of municipal government operations and organizational structure is preferred.
- Knowledge of customer service principles and public relations practices.
- Knowledge of office administration and records management practices.
- Knowledge of Microsoft Office applications, including Word, Excel, Outlook, and PowerPoint.
- Knowledge of applicable Missouri laws governing public records, open meetings, and municipal government is preferred or the ability to acquire such knowledge.
- Knowledge of modern office equipment and technology.

Skills

- Excellent written and verbal communication skills.
- Strong customer service and relationship-building skills.
- Skilled in organizing and prioritizing multiple assignments simultaneously.
- Skilled in researching, compiling, and presenting information.
- Skilled in preparing professional correspondence, reports, and presentations.
- Strong problem-solving and critical thinking skills.
- Proficient in the use of computers, office software, and municipal information systems.



Abilities

- Ability to establish and maintain effective working relationships with business owners, developers, elected officials, City employees, community organizations, and the general public.
- Ability to communicate professionally and effectively both verbally and in writing.
- Ability to exercise sound judgment, discretion, and maintain confidentiality.
- Ability to interpret and explain City policies, procedures, and regulations.
- Ability to work independently with minimal supervision while also functioning effectively as part of a team.
- Ability to manage multiple priorities, meet deadlines, and adapt to changing organizational needs.
- Ability to analyze information and recommend practical solutions.
- Ability to learn new software, procedures, and municipal processes.
- Ability to provide cross-functional support to various City departments and assume additional responsibilities as assigned.
- Ability to attend occasional evening meetings or community events when required.

Physical Requirements:

Pushes and pulls up to 25 pounds. Holds and grips objects. Reaches both overhead and to ground level.

**This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will.



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Signatures / Date

Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodation.
- ☐ I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Employee Signature

Date

Supervisor Signature

Date

Human Resources

Date

Effective Date: