

Upper Cumberland Development District

Job Description

TITLE: Economic Development Planner **REPORTS TO:** Director of Economic & Community Development
CLASSIFICATION: Non-Exempt **OCCUPATION CODE:** 19-3051
PAY CLASSIFICATION: P-2

The Economic Development Planner must at all times be aware of the Mission, Vision, and Values of the Upper Cumberland Development District. The Economic Development Planner will utilize the mission, vision, and values as parameters for professional development, business activities, and professional conduct.

The Economic Development Planner employee will be responsible for the following duties:

DUTIES AND RESPONSIBILITIES

Coordinate the development and update of the District Economic Development Strategy Plan.

Provides assistance in the development of short and long term economic and community development plans, as well as the gathering of information and preparation of studies, reports, and recommendations to achieve such goals. This will involve the preparation and maintenance of information on utilities, taxes, zoning, transportation, community services, financing tools, and incentives, in order to respond to requests for information for economic development purposes, and the coordination with other departments and agencies as needed.

Maintains a liaison with various local, State, and Federal agencies, coordinating projects with agencies as deemed necessary and appropriate.

Provides information and/or make presentations to Mayors, boards, commissions, civic groups, businesses, individuals, and the general public on economic development issues, programs, services, and plans.

Becomes familiar with the existing inventory of available buildings and business and development sites within each community. This will include both public and private buildings and land areas.

Prepares grant proposals and applications, contracts and other necessary documents as may be required for necessary community services.

Make referrals to the District's Revolving Loan Program.

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Serves as a member of economic development groups or task force that promote economic and community development at the local, State or Federal level, as deemed necessary or appropriate.

Monitors legislation and regulations relating to economic development, and report findings to the appropriate impacted parties.

Attends professional development workshops and conferences to keep abreast of trends and developments in the field of economic development, and to represent the interest of the Region on matters related to economic development.

Collects, analyzes and compiles economic, market and demographic data for dissemination.

Assists with the negotiation, preparation and processing of documents and implementation of such documents as depositions and development agreements, owner participation agreements, contracts, resolutions, and requests for proposals/qualifications.

Assists potential new businesses in site analysis, including demographic, tax, fee, development and related information.

I have reviewed and agree with the aforementioned job description.

Name

Date