



Town of Suffield Job Posting

Position: Economic Development Coordinator
Post Date: June 6, 2022
End Date: Open Until Filled

The Town of Suffield is a quintessential New England town with a longstanding pledge to preserving its historic architecture and agricultural roots. The many people who serve Suffield through town government - as employees and volunteers alike - remain committed to developing and fostering a strong sense of community among its residents.

The Town of Suffield is seeking an Economic Development Coordinator for the Economic Development Department. The Economic Development Coordinator is responsible for assisting private landowners in industrial land sales in order to attract and retain commercial and industrial businesses to Suffield. Help expand the tax base by managing the Town's marketing program for retaining and promoting expansion of existing businesses and recruiting new retail, commercial, industrial, and service business to settle in the Town of Suffield. Responsible for preparing applications and obtaining state and federal grants. Interface with local Chambers of Commerce, work closely with land use boards and commissions and assist the First Selectman on Town projects. Serves the residents of Suffield in customer-oriented manner that helps promote a positive, professional image for the Town government.

Supervision Received:

Reports to the Economic Development Commission and Director of Planning & Development.

Supervision Exercised:

None.

Essential Duties and Responsibilities:

1. Works with property owners, seeks businesses interested in growing or relocating to the Town of Suffield, and makes them aware of opportunities for location or relocation in Suffield.
2. Maintain and update an inventory of available vacant parcels, and commercial and industrial space.
3. Assists in the creation of a marketing plan for Suffield including the creation of publication and marketing materials as well as developing marketing strategies. Responsible for implementing the plan and keeping materials current.
4. Coordinates development projects for developers and business clients with approval authorities including Town commissions.

5. Assists with the development of plans related to the Town Center Village District and other commercial and industrial areas in Suffield,
6. Seeks grant opportunities related to economic development and works with others to apply for such grants; investigates other sources of private and public financing for economic development projects.
7. Prepares detailed written reports and recommendations regarding development possibilities and practices for presentation to the First Selectman, developers, businesses, community groups, and boards and commissions; makes oral presentations to these groups as necessary.
8. Tracks and reports statistics related to the Town's development maintains and updates current business listings and industry profiles.
9. Attends meetings including the Bradley Development League Operations Committee and Board of Director's as required and all meetings of the Economic Development Commission.
10. Maintain positive working relationships with school officials, community groups, and the public regarding program offerings and coordination of services; promptly and cordially respond to citizen inquiries, feedback, and complaints about services and facilities.

Attend seminars and conferences to remain current on developments in relevant fields.

Other Job Functions:

1. Perform other related work as assigned.

Minimum Qualifications:

Education & Experience:

1. A Bachelor's degree in public or business administration, finance, marketing, economics, or a related field with at least two years of experience in the economic development aspects of municipal government; or
2. Any equivalent combination of education and experience.
3. Suitable experience may be substituted for education attainment if deemed appropriate by the First Selectman.

Knowledge, Skills and Abilities:

1. Ability to analyze complex data and apply it to the municipality, the ability to prepare reports and comprehensive ability in oral and written communications is required.
2. Ability to establish and maintain effective working relationships with other employees and the public; developed interpersonal skills that will allow for positive and productive interactions with subordinates, peers, superiors, and elected officials, and members of the public.
3. Ability to develop and apply innovative concepts to all aspects of the Town's development.
4. Knowledge of State and Federal grant programs.
5. Knowledge of personal computers and office software including MS Excel, Word, and PowerPoint.
6. Ability to determine work priorities to meet established schedules.
7. Ability to work with various groups of people, establish, and maintain an effective working relationship.

Special Requirements:

1. Valid, active Motor Vehicle Operator's license required.
2. Must submit to pre-employment drug and alcohol testing as well as fitness for duty testing.

Tools and Equipment Used:

Computer, calculator, phone, copy machine, large format printer, and motor vehicle.

Physical Demands:

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of the 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 stand, walk, use hands and fingers, handle or operate objects, controls or standard office equipment, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl and taste or smell.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Employee must be able to read, interpret and analyze documents and write reports, grant requests and correspondence.

The employee regularly interacts with people about matters that may generate conflict and different points of view. Must be able to be firm, but flexible and endure stress while maintaining a courteous and positive attitude. Employee must be able to attend evening meetings. Employee must be able to make site visits and physically inspect property. This may include climbing stairs and walking outdoors on uneven and sometimes hazardous terrain. Employee must be willing to travel if necessary.

Work Environment:

This job operates in a professional office environment with occasional related fieldwork. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines. The noise level in the work environment is usually quiet.

General Guidelines:

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

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of functions, activities, duties or responsibilities that are required of the employee for this job. Functions, duties, responsibilities and activities may change at any time with or without notice.

Travel:

Travel is primarily local during the business day, although some out of the area travel and overnight may be expected for conferences and seminars.

EEOC Statement:

It is the policy of the Town of Suffield to provide equal employment opportunity to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, the Town of Suffield will provide reasonable accommodations that do not present an undue hardship for qualified individuals with disabilities.

Hours:

This position is at will.

Part time position, maximum of eighteen (18) hours per week. Hours of operation are Monday - Thursday 8:00am - 4:30pm, Friday 8:00am - 1:00pm including some weekend work. Actual work schedule to be determined. This position occasionally requires long hours beyond those scheduled hours, including monthly evening commission meetings, evening work, and weekend work as job duties demand.

Compensation and Benefits:

\$32.00 to \$37.39 per hour; non-benefit eligible position.

How to Apply:

Applications can be found on the town website at suffieldct.gov/departments/hr. Please submit an application and resume by email to sjendrysik@suffieldct.gov or by mail to Town of Suffield, Human Resources Department, Attention: Shannon Jendrysik, 83 Mountain Rd, Suffield, CT 06078 by closing date of posting.

*The Town of Suffield is an equal opportunity employer m/f/d/v.
The above posting is intended as a guide and is not a complete description of the position or process*