EMPLOYEE JOB POSTING

Title: Economic Development Project Officer II
Department: Business & Economic Development Department
Union: Non-Union, Exempt
Salary: Grade 4 - $50,000 - $65,000 (Annual Salary)

Duties: Position is responsible for performing moderate to complex professional and administrative work including the design, development and implementation of strategies to enhance the city’s economic climate, attractiveness and vitality.

1. Independently manages various economic development-related projects, including complex assignments, as assigned.
2. Maintains detailed and accurate program records and prepares program activity reports as required. Assigned projects may be funded from HUD CDBG, EPA, EDA or other funding sources. Works with the Finance and Administration personnel on grant reporting including all IDIS reporting and preparation of the annual CAPER reports as per all HUD regulations including assessment of performance measures.
3. Responds to inquiries from the public and outside agencies for information pertaining to economic development projects; refers issues as necessary to appropriate authorities for proper response in resolving problems.
4. Assists the Business and Economic Development Director in liaison work to the business and development community including the Greater Lawrence Chamber of Commerce, bankers, public agencies, the Lower Merrimack Valley Workforce Investment Board and other interested groups regarding the City’s economic development policies, regulatory approvals and coordination.
5. Prepares and administers grant applications for the department in support of the City’s economic development programs.
6. Assists the Business and Economic Development Director in the development and implementation of the City’s economic strategic marketing and planning.
7. Other examples of work that could be assigned to this position do not exclude the assignment of similar, related projects/responsibilities.
8. Administers the City Small Business Revolving Loan Fund Program in accordance with HUD CDBG regulations. Responsibilities include marketing the program, loan packaging, credit analysis, financial analysis, making recommendations on financing terms, loan processing and portfolio management.
9. Develops and administers a citywide database of economic development information including information on available commercial and industrial parcels/buildings.
10. Works with developers, engineers, attorneys, and other involved with the development process; coordinates/negotiates regulatory approvals from City, State and Federal governments.
11. Works on site development projects, including Brownfield and other industrial sites.
12. Assists businesses with available incentive programs in the City, including tax incentive financing, Renewal Community tax credits and others.

**Qualifications:** Employee should have a Master Degree in Business Administration or Finance or related subject and (2) two years of experience; a Bachelor’s Degree in Business Administration or Finance and (3) three years of experience; or an equivalent combination of education and experience. The employee should have experience with economic development work including interpretation and application of CDBG Program, EDA guidelines, and extensive experience dealing with the public. The employee should also have credit training to manage a loan portfolio. Proficiency in English and Spanish language desired.

**Appointing Authority:**

Daniel Rivera, Mayor

**Posting Date:** August 19, 2020

**Deadline:** Until Filled

**APPLICATIONS ARE AVAILABLE IN THE PERSONNEL OFFICE**

*Application and Full Job Description Available in the City Personnel Department*

The City of Lawrence is an Equal Opportunity Employer

**REASONABLE ACCOMMODATIONS** are provided to applicants with disabilities. If you need reasonable accommodations for any part of the application and/or hiring process, please notify the Personnel Director at (978) 620-3060. The decision to grant reasonable accommodations will be made on a case-by-case basis.