

City of Meriden, Connecticut

Department of Human Resources



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Acting Director of Human Resources

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March 15, 2024

Economic Development Specialist – Economic Development

This is a responsible professional position, which directly supports all aspects of the City's economic development agenda and special projects under the supervision of the Economic Development Director.

Please see full Job Description below.

Qualifications

Bilingual (English/Spanish) preferred.

At least 3-5 years of progressively responsible experience in economic development, urban redevelopment, commercial real estate, or business financing required. Experience working with or for municipalities and state and federal agencies and federal agencies preferred.

Bachelor's Degree in related field (i.e. marketing, public administration) required. Master's Degree a plus. Experience can be substituted for education at the City's discretion.

Proficiency in Microsoft Word, Excel and PowerPoint required.

Must have a valid CT Driver's license.

Excellent benefit package & 401(a) pension plan with employer match

Salary Range: \$65,000.00 - \$70,000.00

Apply on line at <https://tinyurl.com/meridencareers>. Send resumes and applications **with copies of all licenses/certifications** to humanresources@meridenct.gov

Open until filled

E.O.E

Economic Development Specialist

Bilingual (English/Spanish) preferred

This is a responsible professional position which directly supports all aspects of the City's economic development agenda and special projects under the supervision of the Economic Development Director.

Examples of Job Functions/Duties

Business Recruitment: The Economic Development Office uses various strategies to recruit businesses and developers. The Economic Development Specialist assists the Economic Development Director in all of these efforts. The Economic Development Specialist fields calls from companies wishing to locate to Meriden, maintains system that allows us to track prospects, keeps paper files of available properties that may not be listed with brokers. Both the Economic Development Director and Economic Development Specialist participate in trade shows across the state, attend realtor events, solicit developers for sites, and attend economic development events. The Economic Development Specialist assists in setting up meetings with prospects and appropriate city/state officials.

Business Retention: The Economic Development Specialist implements strategies for business retention. The Economic Development Specialist assists with business expansion needs, conducts property searches when companies wish to move their operations to or within the City, maintains a current database of available properties, organizes corporate visits. The Economic Development Specialist attends chamber events and speaks at local volunteer associations meetings, conducts site searches for brokers and end-users, maintains contact with realtors through emails, alerts and calls and organizes property tours for prospects.

Small Business Development: The Economic Development Office acts as a liaison between the small business community and Economic Development agencies such as the CT Department of Economics and Community Development. The Small Business Development Center the Community Economic Development Fund and other public and private agencies that can help identify and implement actions to enhance the small business development in Meriden. Examples include scheduling and recruiting businesses to participate in small business training (QuickBooks, marketing, finance, etc.), participating in training sessions as required, identifying and referring small business clients to SBDC, or other appropriate agencies for further assistance and assist small business owners prepare funding and loan applications submitted to state and private funding agencies. The Economic Development Specialist will assist the Economic Development Director in these efforts and will take the lead role in assisting small business development as necessary.

Tax Incentive Programs: The Economic Development Specialist assists in marketing the program to realtors and businesses, helps businesses with applications, processes applications through assessor's office and CT DECD and is the applicant's point of contact.

Assists with Marketing Efforts: The Economic Development Specialist works with the Economic Development Director to organize ribbon cuttings and special events. The Economic Development Specialist (continued)

Development Specialist attends events/conferences representing Economic Development office, composes marketing articles for various publications, provides staff support to ad hoc Committees, attends trade shows, and assists with e news blasts and other written materials.

Provides Administrative Support: This includes: answering calls, submission of requisitions and payment requests, tracking vendor payments, copying, setting up appointments and organizing and posting notices for meetings.

Meriden Manufacturing Loan Program: This position prepares Meriden Manufacturing Agency agendas, emails, minutes and posts notices. Helps Economic Development Director in processing loan applications and with the underwriting process.

Grants Management: The Economic Development Specialist will develop and maintain financial reports, programmatic reports and records as required by State of CT and federal funding agencies and assist in managing consultant contracts.

Brownfields and Redevelopment Projects: The Economic Development Specialist helps organize neighborhood stakeholder meetings, prepares agendas, notices and minutes. The Economic Development Specialist also assists the Economic Development Director in procuring consultants through the City's Purchasing Dept. The Economic Development Specialist also organizes informational meetings, attends conferences and related meetings and represents the City in such meetings.

Neighborhood Preservation Program:

Manages the Neighborhood Preservation Program, a Community Development Block Grant (CDBG) funded activity that provides low or no interest loans to qualified homeowners to complete home improvement projects for properties located in low and moderate income census tracts. Responsibilities include: marketing the program to qualified homeowners; managing the NPP application process; selecting qualified projects for participation in the program; coordinating the bidding and contractor selection process in accordance with all federal grant requirements; processing payments in accordance with city policies and procedures; working with the Grants Administrator to complete environmental reviews and required records; providing progress reports as required; and amending the program policies and procedures as necessary.

Economic Development Task Force: This position provides staff support to meetings, prepares agendas, minutes and property lists; maintains property files and a database and follows through on preferred disposition processes. The position manages all communications with prospective purchasers and prepares council resolutions.

Such other duties as assigned.

Economic Development Specialist (continued)

Desirable Knowledge, Skills and Abilities

Knowledge of economic development practices and programs.

Ability to establish and maintain effective and courteous working relationships with public officials, residents, members of the general public, other agencies, co-workers, and to effectively and discreetly convey information as required.

Ability to establish and maintain cooperative relationships with businesses and developers.

Knowledge of and experience with Transit Oriented Development (TOD) a plus.

Experience in managing grants would be a plus.

Considerable ability in written and oral communication.

Qualifications

At least 3-5 years of progressively responsible experience in economic development, urban redevelopment, commercial real estate, or business financing required. Experience working with or for municipalities and state and federal agencies and federal agencies preferred.

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