

**CITY OF CONCORD  
CLASS SPECIFICATION**

**CLASS TITLE: BUSINESS DEVELOPMENT COORDINATOR  
DEPARTMENT: COMMUNITY DEVELOPMENT  
REPORTS TO: DEPUTY CITY MANAGER - DEVELOPMENT**

**JOB CODE: 1201  
DATE: 2/08**

**JOB SUMMARY:**

Coordinates the city economic development efforts to attract new and expanding businesses. Employee is responsible for advising department on long-range economic forecasting and analysis, and assists the Community Development Director and the City Manager in developing and evaluating economic data, reports, and studies on the financial impact of various economic, social, and political changes within the city.

**ESSENTIAL JOB FUNCTIONS:**

Assists Concord area businesses with growth and development planning.

Provides staff support to the North End Opportunity Corridor Tax Increment Finance District; plans projects, negotiates acquisitions, and acquires appraisals, environmental assessments, and historical and archaeological assessments; oversees contracts; obtains financing; ensures compliance with local, state, and federal regulations; seeks builders and occupants.

Supervises the Economic Development Master Plan process.

Negotiates renewal of existing Land and Fix Base Operator leases at airport.

Provides staff support to Economic Development Advisory Council.

Prepares and updates the Overall Economic Development Plan based on City Council's Economic Development Priorities.

Writes detailed or technical reports of findings, conclusions, and recommendations based on a thorough analysis and interpretation of all data.

Solicits new businesses; assists with land, space, employee, and financing needs.

Conducts city tours for prospective businesses, employees, and visiting dignitaries.

Develops requests for proposals for airport development; supervises selection; negotiates leases.

Coordinates and negotiates with the National Guard for leases, easements, and airport conflicts.

Supervises grant applications to acquire properties in the Runway Protection Zone; administers grants, negotiates acquisitions, determines relocation benefits, and supervises demolition and site restoration.

Prepares and implements the city's marketing plan.

Assists high schools and colleges with curriculum, academic offerings, business needs, space needs, housing needs, and parking and infrastructure needs.

Assists in the development and maintenance of an economic forecasting model for the city.

Assists other departments to develop, analyze, and forecast key economic indicators.

Prepares annual budget; monitors expenses and ensures compliance with fiscal policies.

Provides staff support to Airport Advisory Council.

Conducts market surveys of available office and industrial space.

Provides staff support to the Main Street Economic Development Committee.

Performs other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

Computer      General Office Equipment      Automobile      Job Related Software Programs

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

Bachelor's degree (Master's degree preferred) from a four-year college or university with major course work in economics, statistics, business or public administration, or closely related field; and five years progressively responsible experience in economics or in performing work related to economic impact analysis, long range forecasting, or economic development; or any combination of education, training and experience which provides the required knowledge, skills and abilities required for the job.

**Licenses and Certifications:**

Valid New Hampshire Drivers License

Certified Economic Developer (desired).

New Hampshire Real Estate License (desired).

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

Business location decision factors and economic development issues.

Relevant tax laws and other legislative issues affecting business development.

Principles and practices of marketing techniques.

Principles and practices of economics, finance, and econometrics forecasting.

Record keeping, report preparation, filing methods, and records management techniques.

Correct English usage, including spelling, grammar, punctuation, and vocabulary.

Basic budgetary principles and practices.

Administrative principles and practices, including goal setting and program budget development and implementation.

Methods and techniques of research, statistical analysis, and report presentation.

Computer applications related to the work.

**Skill In:**

Using tact, discretion, initiative, and independent judgment within established guidelines.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Researching, compiling, and summarizing a variety of informational and statistical data and materials.

Applying logical thinking to solve problems or accomplish tasks and to understand, interpret, and communicate complicated policies, procedures, and protocols.

Accurately proofreading copy with accompanying knowledge of grammar, punctuation, and spelling.

Communicating clearly and effectively, orally and in writing.

**Mental and Physical Abilities to:**

Set up quantitative analysis programs.

Develop and interpret trend data.

Prepare and present oral and written reports.

Establish and maintain effective working relationships with businesses and public officials.

Write reports, correspondence, and procedure manuals.

Read and interpret documents such as safety rules, operation and maintenance instructions, procedure manuals, and so forth.

Read, analyze, and interpret professional periodicals and journals, technical procedures, and government regulations.

Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

Define problems, collect data, establish facts, and draw valid conclusions.

Perform duties while intermittently sitting, standing, or stooping.

Occasionally lift light objects.

**Working Conditions:**

The work is performed in an office and outdoors, where the employee may be exposed to cold or inclement weather.