TOWN OF EAST GRANBY

ECONOMIC DEVELOPMENT COORDINATOR
Department: Economic Development
Reports To: Director of Community Development
Supervises: None
Classification: Part Time (14 hours a week)

JOB DESCRIPTION AND SPECIFICATIONS

GENERAL FUNCTIONS
Applicants provide professional level support to the Economic Development Commission &
Director of Community Development through economic development and redevelopment
planning, marketing and research work in implementing the Town's Plan of Conservation and
Development. General responsibilities include coordinating and implementing projects and
programs that support commercial, office and industrial development; business
attraction; business retention; development of public facilities and infrastructure; small business
development initiatives; and other economic development, redevelopment or capital improvement
programs or projects.

JOB FUNCTIONS AND MAJOR ACTIVITIES
1. Research and identify appropriate grant opportunities; prepare and submit applications to
meet requirements and deadlines specified by funding agencies; and monitor grant
applications throughout the application approval process.

2. Plan, coordinate and implement a methodical approach to marketing the community, by
researching, analyzing and monitoring financial, technological and demographic factors to
capitalize on market opportunities.

3. Perform research and analysis and prepare reports on special projects as assigned by Director
of Community Development.

4. Recommend economic development and capital improvement initiatives to the First
Selectmen for presentation to Board of Selectmen and implement such initiatives as directed.

5. Coordinate and prepare Town’s Annual Report and other town publications as directed.

6. Develop and implement a strategic plan for the Town of East Granby Community Economic
Development Strategy (CEDS).

7. As assigned, the implementation of the Town of East Granby Plan of Conservation and
Development.

8. Provide staff support to the Economic Development Commission (including attending
monthly night meetings). Provide support to other commissions as needed.

9. Maintain inventory of available sites and buildings for sale or lease to help market the town
available commercial properties and buildings.

10. Help property owner’s list available commercial properties and buildings on CERC
Sitefinder.
11. Help property owner’s work toward getting their commercial sites “shovel ready” so they are ready when economic development opportunity arises.

12. Assist Town in gathering information for commercial development prospects or referrals from other state or non-profit organizations seeking buildings or sites for economic development.

13. Provide assistance and support for the First Selectmen in regard to legislative activities.


15. As assigned, coordinate and disseminate public information.

16. Serve as Town’s liaison to other economic development organizations such as the Bradley Development League, Chamber of Commerce, etc.

17. Provide back up support to administrative personnel as assigned.

18. Perform other duties as assigned by Director of Community Development.

**KNOWLEDGE, SKILLS AND ABILITIES**

Five years experience in economic development, planning, business or capital project development and management or related field or a Bachelor's degree in economics, planning, business or related field with at least two years economic development planning or related experience. Extensive knowledge of Federal and State funding sources available for economic development, grant and proposal writing techniques, and economic and social factors affecting the Connecticut. Proficiency with computers and publishing programs. Ability to research and plan, mobilize resources, project monitoring and community relations. Skill in application of planning principles, evaluation and review techniques, development strategy preparation and work plan development. Requires well developed writing and public speaking skills, judgment and tact in maintaining effective relationships with public and various agencies.

**SUPERVISORY AUTHORITY**

None.

**WORKING CONDITIONS**

Office environment. Travel to and attendance at evening meetings required.

I CERTIFY THAT I HAVE READ THIS JOB DESCRIPTION AND SPECIFICATION; IT HAS BEEN EXPLAINED TO ME. I UNDERSTAND AND ACCEPT THE EXPECTATIONS OF MY DUTIES AND RESPONSIBILITIES AS A CONDITION OF MY EMPLOYMENT AS STATED HEREIN.

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Employee Signature Date