

May 18, 2015

**EMPLOYMENT OPPORTUNITY**  
**CSEA INC/SEIU, LOCAL 2001**

**ECONOMIC DEVELOPMENT SERVICES COORDINATOR**  
**DEVELOPMENT**  
**GRADE 10**

There is a vacancy for the position of Economic Development Services Coordinator in the Development Department.

Any member of the CSEA INC/SEIU, Local 2001 Bargaining Unit interested in this position should complete the attached Application for Review of Qualifications. Completed application must be returned to the Human Resources Department by 4:30 p.m. May 27, 2015.

Attachments: Job Description and  
Application for Review of Qualifications

**Please post immediately: 5/18/15**

**Remove: 5/27/15**

## TOWN OF EAST HARTFORD

**TITLE:** Economic Development Services Coordinator **GRADE:** 10

**DEPARTMENT:** Development **DATE:** 04/02/13

**POSITION DEFINITION:** Works under the general direction of the Director of Development. Plans, designs, coordinates matters relating to the promotion and development of economic resources of the Town, coordinates services and programs related to economic development of the Town, and handles the administration aspects of the Development Department and related commissions. Assumes administrative responsibilities for researching and recommending procedures to encourage, implement and monitor development projects utilizing federal, state and private participation.

### ESSENTIAL JOB FUNCTIONS:

- Plans and directs economic development, activities and programs.
- Actively solicits and negotiates with businesses to encourage their location within the Town, and works with existing businesses to retain their presence and assist with their expansion plans and any problems they may experience.
- Plans and develops brochures and promotional materials for the Town.
- Serves as staff to the Economic Development Commission and participates in other community organizations, including meetings outside the normal working hours and at other locations if necessary.
- Administers and promotes the Town's Enterprise Zone activities and oversees various other local, state, federal incentive programs.
- Maintains economic development data and information on existing businesses and available land and buildings.
- Maintains correspondence and prepares periodic narrative and statistical reports as required by the Development Director and outside agencies.
- Assists public and private entities in the preparation of grant application and contracts for the implementing of federal and state grants.

### ADDITIONAL JOB FUNCTIONS:

- Assists in providing technical data and research services to the Town departments, boards, commissions and the public, as required.
- Attends meetings, including night meetings, as needed.
- Participates in professional economic development organizations.
- Conducts site visits.
- Develops and maintains Town of East Hartford Development web site.
- Provides budget support for the Development Department and related commissions.
- Provides administrative support duties including but not limited to assembling Planning and Zoning packages, preparing and processing payroll, letters writing, revenue transmittals and setting up purchase orders.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to establish and maintain cooperative relationships with public officials, business and civic leaders, and employees.
- Ability to make effective verbal and written presentation.
- Knowledge of the State and regional business community.
- Computer literacy, mapping techniques, familiarity with word processing, spreadsheets, databases and GIS.
- Knowledge of research techniques.
- Ability to analyze data and develop alternative solutions to problems.
- Uses a computer terminal to enter and retrieve information.

### **PHYSICAL AND MENTAL EFFORTS AND ENVIRONMENTAL CONDITIONS:**

- Works in office setting subject to continuous interruption and background noise.
- Includes exposure to video display terminals on a daily basis.
- Must be able to work under stress from demanding deadlines and changing priorities and conditions.
- Ability to operate equipment requiring eye and hand coordination.

### **JOB QUALIFICATIONS:**

A bachelor's degree from an accredited four year college in economics, business, public administration, planning, or a related field. Two years experience in industrial/commercial development or in an economic development organization. A Masters degree in one of the above related fields is preferred.

### **LICENSING REQUIREMENT:**

Valid Motor Vehicle Driver's License.

**The above tasks and responsibilities are illustrative only. The description does not include every task or responsibility.**



# TOWN OF EAST HARTFORD

740 Main Street  
 East Hartford, Connecticut 06108  
 Easthartfordct.gov

Phone  
 (860)291-7220

## APPLICATION FOR REVIEW OF QUALIFICATIONS

|  |  |                                 |           |
|--|--|---------------------------------|-----------|
| POSITION APPLIED FOR                   |  | DEPARTMENT                      |           |
| APPLICANT'S NAME (LAST, FIRST, MIDDLE) |  |                                 |           |
| STREET ADDRESS                         |  | CITY/TOWN                       | STATE/ZIP |
| TELEPHONE NUMBER (HOME)                |  | TELEPHONE NUMBER (WORK/CONTACT) |           |
| PRESENT JOB TITLE                      |  | LENGTH OF TIME IN POSITION      |           |

### EDUCATION

List all colleges, business schools or technical schools you attended in chronological order, most recent listed first:

| School | Address | Course/Major | Degree/Certificate |
|--------|---------|--------------|--------------------|
|        |         |              |                    |
|        |         |              |                    |
|        |         |              |                    |

Other training or professional licenses, special courses, work training programs, or armed forces training. Give name and location where training was given, certificate, if any, dates attended, subject of training, number of hours weekly, and other details related to the job for which you are applying. List any office equipment you can operate or any licenses or state certification you have that would be relevant to the position applied for (attach a separate sheet if necessary):

I certify that the statements made by me on this application are true, complete and correct to the best of my knowledge. I understand that any falsification of facts will subject me to disqualification or dismissal.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

|   |                |  |
|---|----------------|--|
| <b>TO BE COMPLETED BY<br/>         HUMAN RESOURCES DEPARTMENT</b> | DATE OF HIRE   |  |
|   | SENIORITY DATE |  |
|   | GRADE/STEP     |  |

|  |  |  |       |
|--|--|--|-------|
| Name of Employer   |  | Job Title  |       |
| Address  |  | City   | State |
| Zip Code   |  |  |       |
| <b>Dates of Employment:</b><br>From _____ to _____<br>month                      year<br>To        _____ to _____<br>month                      year |  | Name and Title of Supervisor<br>Telephone Number   |       |
|  |  | Description of duties, responsibilities, and significant accomplishments:<br>_____<br>_____<br>_____ |       |
| # Hrs. Worked Weekly   |  | Reason For Leaving   |       |

|  |  |  |       |
|--|--|--|-------|
| Name of Employer   |  | Job Title  |       |
| Address  |  | City   | State |
| Zip Code   |  |  |       |
| <b>Dates of Employment:</b><br>From _____ to _____<br>month                      year<br>To        _____ to _____<br>month                      year |  | Name and Title of Supervisor<br>Telephone Number   |       |
|  |  | Description of duties, responsibilities, and significant accomplishments:<br>_____<br>_____<br>_____ |       |
| # Hrs. Worked Weekly   |  | Reason For Leaving   |       |

|  |  |  |       |
|--|--|--|-------|
| Name of Employer   |  | Job Title  |       |
| Address  |  | City   | State |
| Zip Code   |  |  |       |
| <b>Dates of Employment:</b><br>From _____ to _____<br>month                      year<br>To        _____ to _____<br>month                      year |  | Name and Title of Supervisor<br>Telephone Number   |       |
|  |  | Description of duties, responsibilities, and significant accomplishments:<br>_____<br>_____<br>_____ |       |
| # Hrs. Worked Weekly   |  | Reason For Leaving   |       |