

## **POSITION DESCRIPTION**

### **BERLIN COMMUNITY DEVELOPMENT CORPORATION (“BCDC”)** **ECONOMIC DEVELOPMENT ASSISTANT**

**TITLE:** BCDC Economic Development Assistant (Leased Position from City of Berlin)

**APPOINTING AUTHORITY:** City of Berlin Common Council, under lease, upon recommendation of BCDC Board of Directors

**DIRECT SUPERVISORS:** Planning & Development Director & City Administrator

**SHIFT/HOURS:** 15-20 hours weekly, between 7:30 a.m. - 4:30 p.m. generally

#### **A. JOB DESCRIPTION**

- 1) To assist in providing business outreach and assistance with business planning, government programs, and financial packaging applications.
- 2) To assist in marketing the BCDC Revolving Loan Funds for business retention, expansion and attraction.
- 3) Be a supporting point for all economic development inquiries and act as liaison between the BCDC, the City of Berlin, and businesses, all of which are considered to be an integral part of the function of economic development for the City of Berlin.
- 4) Assist in the promotion of economic development for the City of Berlin.

#### **B. DUTIES AND RESPONSIBILITIES**

The BCDC Economic Development Assistant position is to be filled by a City of Berlin employee under a lease agreement between the City of Berlin and the BCDC. Pursuant to said lease agreement, the City will exercise day to day operational control over the activities of this employee, subject to the independent authority and control of the BCDC Board of Directors as needed. Further pursuant to said lease agreement, the BCDC Board of Directors shall annually perform a yearly review of the performance of the BCDC Economic Development Assistant and report its findings to the City of Berlin Common Council. Specific duties of the BCDC Economic Development Assistant position shall include, but are not limited to the following:

- 1) Establish an Economic Development Advisory Board, which shall meet quarterly, consisting of representation of preferably at least one (1) member from each the BCDC Board of Directors, one (1) member of City of Berlin Common Council (preferably the Council President), and six (6) members from the business community at large (preferably with equal representation of the Small Business Community, Manufacturers Business Community, and Industrial Business Community). The Economic Development Advisory Board is intended to serve the BCDC Economic Development Assistant in an advisory capacity on all economic development issues for the City of Berlin and is not intended to have any direct authority over the BCDC Economic Development Assistant.
- 2) Develop and implement an annual "Action Plan", approved by the BCDC Board of Directors after review by the Economic Development Advisory Board, Planning & Development Director and City Administrator, in keeping with the long-range economic development plan of the City of Berlin, and further report to the BCDC Board of Directors, after consultation with the Advisory Board, on the progress of the annual report. The annual "Action Plan" shall include specific work elements and a mechanism for monitoring performance of the BCDC Economic Development Assistant.
- 3) Assist the Planning & Development Director in developing a long-range economic development plan for the City of Berlin and ensure the plan remains current. Pursuant to the BCDC's obligations under its lease agreement with the City of Berlin, the BCDC Economic Development Assistant shall also, from time to time, assist the Planning & Development Director in preparing, on behalf of the BCDC Board of Directors, a progress report to the City of Berlin Common Council of the general, non-confidential, economic development activities of the BCDC and the BCDC's compliance in meeting the goals established under the long-range economic development plan of the City of Berlin established hereunder.
- 4) Seek out information on and assist the City of Berlin Administrator in the preparation of applications for State and Federal grants related to community and economic development and assist in the administration of such programs.
- 5) Assist the BCDC Board of Directors in administering the City of Berlin Revolving Loan Fund ("RLF") Program and present the annual financial report of the RLF Program to the City of Berlin Common Council pursuant to the terms of the RLF Manual.
- 6) Assist the Planning & Development Director in establishing an ongoing business retention program that includes regular contact with all local businesses and industries.
- 7) Assist in identifying, upon consultation with Economic Development Advisory Board and Planning & Development Director, target industries and businesses for

recruitment with the input from local individuals, businesses, and groups. Assist in implementing recruitment strategies and activities directed towards the predetermined targets.

- 8) Serve as a resource of available financing programs for business development, including: conventional financing, local investors, and venture capital funds, as well as state and federal financing programs.
- 9) Conduct other work as directed by the Planning & Development Director and City Administrator.
- 15) When available, provide economic development related services as reasonably requested by the City of Berlin Administrator.

### **C. QUALIFICATIONS**

- 1) Thorough knowledge of economic development issues as they relate to communities, including grants and other financing programs available through state and federal agencies.
- 2) Knowledgeable in fields of marketing and/or sales of industrial and commercial property.
- 3) Excellent interpersonal and organizational skills.
- 4) Understanding of the needs of local business operations, finance, and lending.
- 5) A self-starter with an ability, initiative, and willingness to learn.
- 6) Knowledge of economic development contacts and an ability to network on a statewide basis.
- 7) Computer literate in word processing, spreadsheets, amortization programs, and familiarity with bookkeeping programs such as QuickBooks.
- 8) Basic accounting skills.

### **D. DESIRABLE TRAINING AND EXPERIENCE**

- 1) Experience in economic development, business financing and lending, business management, or business marketing.
- 2) Graduation or imminent graduation from a college or university of recognized standing with major related to business, finance, marketing, or public administration, or any equivalent combination of experience and training which

provides the required skills, knowledge, and abilities.

Footnote: This job description was created under the specific direction of the BCDC Board of Directors, with approval of the City of Berlin Common Council. This is not a City of Berlin job description and the City of Berlin does not have any direct authority to change this job description in any fashion without the express approval of the BCDC Board of Directors.