

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

The job description, duties and responsibilities, qualifications and desirable training and experience of the Economic Development Assistant shall be as established by the Berlin Community Development Corporation Board of Directors under its independent authority as a separate and distinct non-profit corporate body from the City of Berlin. The services of the Economic Development Assistant shall be fully leased to the Berlin Community Development Corporation and shall be subject to an employee lease agreement between the City of Berlin and the Berlin Community Development Corporation. This position is established as an investment of the City of Berlin in the activities of the Berlin Community Development Corporation, whose scope and mission is established by its own independent set of bylaws, so long as said corporation's activities in the area of economic development continue to generally serve the interests of the citizens of the City of Berlin. In exchange for this investment, the City will exercise only the allowed day to day operational control over the activities of the Economic Development Assistant as has been granted by and subject to the independent authority and control of the Berlin Community Development Corporation Board of Directors. The Berlin Community Development Corporation Board of Directors, pursuant to the employee lease agreement with the City, shall annually review the performance of the Economic Development Assistant and report its findings to the Common Council.