

## ECONOMIC DEVELOPMENT SPECIALIST

### NATURE OF WORK

This is responsible professional work directing the economic development and housing projects in the Mayor's Office. This role will coordinate and streamline the application and meeting processes of City departments including permits, Tax Increment Financing (TIF), planning and public works.

Work includes participating in the management, negotiation and facilitation of the public actions necessary for designated economic and community development projects. It involves the planning, management, coordination, facilitation and successful implementation of economic development projects for the City. Work also includes coordination and implementation of efforts to develop and support strategies to increase housing units in Lincoln, with a special focus on the City's Affordable Housing Coordinated Action Plan. Independent judgment is exercised in the application of professional techniques and principles within the framework of established federal, state, local and departmental guidelines and policies.

### EXAMPLES OF WORK PERFORMED

Assists business owners in developing public/private partnerships and serves as a point of contact for businesses, developers and contractors utilizing City services.

Helps achieve alignment between the interests of the City and the interests of businesses and developers.

Coordinates with representatives of City departments, state and county agencies, the Chamber of Commerce, financiers, commercial bankers, developers and other involved organizations to assist in the creation or expansion of businesses and housing in the City while ensuring the efficient implementation of programs without duplication of efforts.

Evaluates and develops City policies, programs and ordinances to support housing affordability, at all price points.

Establishes project schedules, project budgets, and compliance requirements for various economic development projects and programs.

Works with Legislative team to propose and support legislation to enhance the development of housing units at all price points. Functions as a liaison to state entities, local coalitions and financing entities to facilitate the development of housing.

Participates in meetings with and/or makes oral presentations to public and private groups, including developers, businesses, citizens, community leaders, and City personnel regarding economic development projects, housing cost matters and programs.

Represents the City on various committees and boards.

Establishes and maintains cooperative working relations with land developers, land use attorneys, civil engineers and housing contractors to deliver enhanced housing solutions.

Researches and evaluates other successful programs throughout the country to address increasing production of housing units in Lincoln.

Monitors existing City approval processes, seeking ways to continuously improve the process.

Maximizes and strengthens relationships, interfacing seamlessly with staff, senior and executive leadership and development teams.

Shepherds large transformative projects through land development, plan review, utility relocation, easements, permitting, land swaps etc.

Delivers great efficiency on complex development projects, acting as a single point of contact for both the developer and City staff, and engaging all staff levels across multiple departments to promptly resolve critical issues impacting project progress.

Influences strategy decisions by contributing ideas and solutions that will accomplish stronger, successful public private partnerships.

Identifies, evaluates and facilitates opportunities for potential P3 projects that leverage private investment with strategic public infrastructure investment.

Advise providing input and expertise on additional City projects, as well as private real estate projects.

Mentor and coach peer staff in relationship building, conflict resolution and real estate project management.

Builds monthly project summary reports.

Executes special projects, as assigned by the executive leadership team.

Serves as the primary liaison between the City of Lincoln and the Lincoln Chamber Economic Development Corporation with regard to the operations and projects of the Lincoln Partnership for Economic Development.

Analyze and synthesize complex economic development topics, data, research and best practices into program and project documents suitable for policy makers and the general public.

Performs related work as required.

#### DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of principles and methods of economic and community development.

Thorough knowledge of real estate economics from the perspective of public participation to ensure a high level of public benefit from proposed projects.

Thorough knowledge of federal, state and local funding for economic and community development programs.

Knowledge of real estate and development construction principles and practices.

Knowledge of Federal, State and City codes, rules and regulations relating to development, zoning, urban renewal, building codes and other similar projects.

Ability to conduct meetings and explain development proposals to interested groups, and to make presentations regarding development proposals and programs to interested groups or individuals.

Ability to plan, organize, direct and manage diverse programmatic activities and complex budgets.

Ability to successfully negotiate financial packages and public actions with developers, businesses, and their representatives.

Ability to conduct thorough and reliable due diligence analyses for economic and community development projects.

Ability to establish and maintain effective working relationships with all participants in economic and community development including developers, businesses, citizens, community leaders, City staff, State and Federal government officials, lenders, brokers, architects, utility companies, contractors, and others.

Ability to prepare accurate and reliable technical reports containing findings and recommendations regarding development proposals and programs.

Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language.

Ability to work under pressure, meet deadlines, and manage many projects simultaneously.

#### MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in economic development, business or public administration, finance, urban planning or a related field plus four years of experience in economic development, real estate, finance, business development or a related field; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.