



**Code: 1984**

Family: Planning and Urban Development  
Service: Administrative  
Group: Statistical, Technical And Analytical  
Series: Urban Development

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## **CLASS TITLE: COORDINATOR OF ECONOMIC DEVELOPMENT I – PLANNING & DEVELOPMENT**

### **CHARACTERISTICS OF THE CLASS**

Under general supervision, the class works with business communities to obtain resources and assistance needed to expand, retain or relocate their operations in the City of Chicago, and performs related duties as required

### **ESSENTIAL DUTIES**

- Recommends available programs and incentives to ensure businesses and industries have the resources they need to remain viable and competitive in future markets
- Oversees and participates in the conduct of land use studies identifying business opportunities with the greatest economic development impact for designated areas
- Evaluates small to moderate scale, less complex development proposals submitted by prospective developers for feasibility, incentive requests and compliance with city development goals
- Participates in the preparation of development recommendations to the Community Development Commission for review and approval
- Identifies funding opportunities and acquires land for proposed development or expansion projects
- Serves as liaison with business communities to coordinate applicable services from operating departments and public and private agencies
- Attends community meetings to explain proposed projects and incentive programs and to respond to community concerns regarding pending projects' effect on infrastructure, community residents and the delivery of city services, as required

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

- Graduation from an accredited college or university with a Bachelor's degree in Business Administration, Public Administration, Urban Planning or a directly related field, plus two (2) years of work experience in economic development; or an equivalent combination of education, training and experience

#### **Licensure, Certification, or Other Qualifications**

- None

### **WORKING CONDITIONS**

- General office environment
- Exposure to outdoor weather conditions

### **EQUIPMENT**

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals)

### **PHYSICAL REQUIREMENTS**

- Ability to walk for extended periods of time

### **KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**

#### **Knowledge**

Some knowledge of:

- financial incentives and funding opportunities for projects
- laws and guidelines governing urban development programs
- research methods, analysis, and techniques
- applicable computer software packages and applications

Knowledge of applicable City and department policies, procedures, rules, and regulations

#### **Skills**

- \*ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- \*ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- \*CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- \* COMPLEX PROBLEM SOLVING - Identify complex problems and review related information to develop and evaluate options and implement solutions

#### **Abilities**

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- VISUALIZE – Imagine how something will look after it is moved around or when its parts are moved or rearranged

#### **Other Work Requirements**

- INITIATIVE - Demonstrate willingness to take on job challenges
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations

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- INNOVATION - Think creatively about alternatives to come up with new ideas for and answers to work-related problems
  - ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems
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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* May be required at entry.

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City of Chicago  
Department of Human Resources  
May, 2014

Minimum qualifications updated: October, 2022