

# Job Requisition #1540 - Economic & Community Development Program Specialist, Posting Text

---

**Job Posting Template:** CLASSIFIED/COMP

**Position Description:** Department: Development

**Anticipated Work Schedule:** M-F

**Reports To:** Deputy Director Economic Development Economic Development

**Full Time or Part Time:** FT

**Regular or Temporary:** REG

**Bargaining Unit:** N/A

**Classified or Unclassified:** Classified

**FLSA:** Exempt

## Summary

The purpose of this classification is to coordinate and manage economic and community development programs that support business and commercial vitality. This is a professional level classification that is responsible for administering economic development programs and servicing a portfolio of economic development loans and grants. The incumbent is expected to work independently and ensure that all activities are performed in a timely manner and according to policies, procedures, and regulations. May function as lead worker.

## Essential Job Functions

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Administers various economic and community development programs that support business and commercial vitality; administers and manages a portfolio of Economic Development loans; analyzes financial aspects of economic development projects; evaluates businesses and communities for loans or other programs; promotes economic development programs; coordinates state, federal, and local financial and employment resources.
- Packages loans and/or grants for economic development and redevelopment projects in Cuyahoga County; underwrites loan requests to determine lending risk; prepares and presents loan packages and recommendations to County's Loan Review committee, County Board of Control, and/or County Council for approval; negotiates specific terms of the loan; closes loans by negotiating, creating, and finalizing the loan agreements and contracts; coordinates with legal counsel to create loan contracts and exhibits.
- Monitors operational aspects of loans and/or grants and provides on-going service to loan clients; works with the Cuyahoga County Fiscal department to disburse loan capital to the borrower; accepts disbursement requests and ensures that all receipts and invoices are compliant with the loan agreement; provides information to loan borrowers regarding loan terms, performance requirements, and payments; assists borrowers with ongoing documentation and paperwork related to loan.

- Maintains contact with clients and represents the Cuyahoga County Department of Development at various meetings and conferences; acts as a resource to outside organizations, agencies, and business regarding Cuyahoga County economic development and redevelopment assistance and provides knowledge of available products and services; prepares and delivers presentations to local business and other private agencies; maintains contact with local, state, and corporate executives regarding needs, resources, and requirements; facilitates business relationships between clients and contractors; conducts employee interviews for prevailing wage compliance.
- Performs related administrative duties; prepares and maintains various reports, records, and other documents; responds to emails and phone calls; attends various trainings, conferences, and meetings; inputs data into the appropriate databases; fills out reports and appropriate documentation; files various paperwork; assists with internal reporting of loans and providing information for audit inquiries.

### **Minimum Requirements**

Bachelor's degree in business administration, economic development, or related field with four (4) years of economic development experience; or any equivalent combination of training and experience.

### **Additional Requirements**

- Ability to operate a variety of automated office machines including computer and copier.
- Ability to add, subtract, multiply, divide, calculate decimals and percentages and make use of the principles of descriptive and inferential statistics.
- Ability to comprehend a variety of informational documents including eligibility requirements, loan applications, requests for reimbursement, invoices, credit reports, financial statement reports, environmental reports, requests for proposal (RFP's), correspondence, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Personnel Policies and Procedures Manual, Ohio Environmental Protection Agency Guidelines, Ohio Department of Commerce statutes, Enterprise Zone Program requirements, and the Ohio Revised Code.
- Ability to prepare loan reports and summaries, disbursement reports, loan underwriting reports, economic loan proposal, correspondence, RFP's, requests for grant applications, and other job- related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to convince and influence others, to record and deliver information, to explain procedures, to follow instructions.
- Ability to use and interpret financial and legal terminology and language.
- Ability to communicate with supervisor, consultants, applicants, clients, auditors, representatives from outside businesses and agencies, and other County employees.

### **Application Process**

This is a competitive, classified position. The Personnel Review Commission (PRC) will check your application to make sure you meet the minimum qualifications. If you do, the PRC will invite you to take a civil service examination. The exam is specific to this position. Everyone who passes the exam goes on an eligibility list. To fill this opening, the PRC sends the hiring department and Human Resources (HR) a certified eligibility list with the top 25% candidates (or at least the ten highest scoring candidates, whichever is greater). HR helps the hiring department decide who from the certified list to follow up with for interviews and then a job offer.

Most of our communication with candidates is through email. Regularly check the email address you gave us in your job profile. Watch your Spam folder, just in case.

If we offer you a job, you must pass a drug screen and background check before the offer becomes final. Prior criminal convictions do not automatically disqualify you from employment; the County looks at criminal convictions on a case-by-case basis using the guidelines in Chapter 306 of the County Code.

### **EQUAL OPPORTUNITY EMPLOYER**

Cuyahoga County is committed to fostering a diverse and inclusive workforce, which includes building an environment that respects the individual, promotes innovation and offers opportunities for all employees to develop to their full potential. A diverse workforce helps the County realize its full potential. The County benefits from the creativity and innovation that results when people with different experiences, perspectives, and cultural backgrounds work together.

The County is committed to providing equal employment opportunities for all individuals regardless of race, color, ancestry, national origin, language, religion, citizenship status, sex, age, marital status, sexual preference or orientation, gender identity/expression, military/veteran status, disability, genetic information, membership in a collective bargaining unit, status with regard to public assistance, or political affiliation.

If you need assistance applying or participating in any part of the candidate experience, contact Human Resources at 216-443-7190 and ask to speak with a talent acquisition team member.