



CITY OF LOS ALAMITOS

EMPLOYMENT OPPORTUNITY

PART-TIME

SPECIAL PROJECTS COORDINATOR – ECONOMIC DEVELOPMENT SUPERVISOR

**25-28 hours per week with varied work schedules.
Includes weekend, evening, and holiday hours.**

FILING INFORMATION:

OPEN UNTIL FILLED; Applicants must submit a completed City of Los Alamitos employment application. Please call (562) 431-3538 for additional information, or visit www.cityoflosalamitos.org for employment application. Please submit all applications and resumes to: HResources@cityoflosalamitos.org

SALARY RANGE: *Part-Time Special Projects Coordinator: \$38.20 – \$46.44*

** Starting salary based on experience and education.*

POSITION:

This is a part-time special projects coordinator position in the Development Services Department. The Special Projects Coordinator performs a wide variety of duties which include planning, organizing, promoting, coordinating, and supervising various economic development projects/programs/activities/events that will promote the economic growth of the local business community.

ESSENTIAL JOB FUNCTIONS:

Under direction, the Special Projects Coordinator – Economic Development is required to perform the following essential job functions:

- Plan, organize, promote, and manage the City's economic development programs and functions to promote new and enhance business development, attraction, and retention
- Promote business outreach and expansion within the City to brokers, developers, property managers, businesses, and business resource agencies to promote business attraction and retention
- Promotes the City as a competitive business location and enhances communications with the business community through the City's website, marketing program, networking events, newsletters, publications, seminars, workshops, and email blasts
- Maintains an inventory of City businesses and encourages participation in the City's business development and attraction programs
- Conducts outreach to the City's largest employers and top producing companies through visits, e-mails, newsletters, and other communications in order to promote continued job and economic growth within the City
- Prepares business finance related grant proposals and assists in implementation
- Prepares a variety of reports, memoranda, and updates regarding economic development activities
- Maintains ongoing knowledge of all applicable local, state, and federal business regulations, business permits, and financing resources applicable and available to city businesses
- Performs related duties as assigned.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES:

- Must have the ability to communicate effectively – both orally and in writing
- Operations, services, activities, and implementation of an economic development program including business attraction and retention programs, practices, and techniques
- Principles of marketing, public relations, and customer service practices
- Application of economics, municipal finance
- Must be self-motivated, highly energetic, positive, creative, and willing to participate in a fast-paced, team environment

QUALIFICATIONS:

- Graduation from a four-year college or university with a Bachelor's Degree in planning, public administration, economics, real estate, related field or a minimum of three years of experience in economic development, community development, planning or related field is preferred.

SELECTION PROCEDURE:

All applications will be reviewed by a City Screening Committee. Those candidates with the most relevant qualifications will be invited to participate in an oral interview to evaluate training, experience, and personal qualifications.

The City of Los Alamitos is an Equal Opportunity Employer and does not Discriminate on the basis of Race/Color, National Origin, Sex, Religion, Age or Handicapped Status in Employment or the Provision of Service.