

TOWN OF HADDAM
HADDAM ECONOMIC DEVELOPMENT COORDINATOR

Part-time Contract Employee

Position Purpose:

Under direction of the Town Planner, and Economic Development Commission the economic development coordinator will promote the economic resources of the Town to improve the tax base, local employment and services, community development and stimulate and support business activity. Responsibilities include strategizing, planning and managing special economic development projects, identifying grant opportunities and funding sources, participating in State programs such as the CT Main Street Program and attending Economic Development Commission meetings. This position will also require interface and collaboration with other local towns and the Chamber of Commerce in promoting culture, tourism and regional development.

Supervision:

Supervision Scope: Serves as the Town of Haddam business liaison requiring knowledge and expertise in local and State laws, financial resources, incentive programs outside agencies and state regulations.

Supervision Received: Works under the functional direction of the Town Planner and under policy direction of the Economic Development Commission; follows established policies, state statutes and town regulations where appropriate.

Supervision Given: None

Job Environment:

Part-time contractual basis. No benefit package will be offered as part of the compensation. The primary office will be within Town Hall, however due to nature of the position, some work may be conducted out of the office, on site, at meetings or at his/her home or private office. Position will be reviewed for renewal on an annual basis.

Requires the operation of an automobile, telephones, computers, copiers, facsimile machines, and other standard office equipment. Applicants must be proficient with Microsoft Office Software and with standard internet operations. Some ability to read and interpret planning maps will be needed.

Makes frequent contact with other municipal departments, business owners, potential new businesses and developers, the Chamber of Commerce and occasional contact with regional, state and federal agencies. Communication is frequently in person, by telephone, fax, e-mail and letters; contacts require a high level of patience and resourcefulness to explain procedures to others. The qualified candidate will possess excellent public speaking and presentation skills.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

1. **Business Liaison** - Serve as the main contact for current and potential business owners, looking to expand, develop, relocate, or retain a business in the Town of Haddam. Represent the economic interests of the Town as the business plans move from concept to submittal and through the approval process within the Town's departments and Boards/Commissions.
 - Establish and maintain communication and cooperative working relationship between the Town and the business owner.
 - Evaluate the fiscal impacts of the business expansion, development or relocation and communicate findings to Boards/Commissions and the public through written and oral reports.
 - Coordinate informal meetings between Town Commissions and business owners to prepare a preliminary review sheet with clear and accurate information regarding the processes and timing for obtaining necessary permits and meeting the requirements of the appropriate Commissions. Track and troubleshoot the approval process.
 - Report to EDC and business owner on the results of Commission meetings or public hearings to confirm accurate dissemination of information and expectations.
 - Represent the Town of Haddam at the Chamber of Commerce and interface with State Economic Programs, Tourism Projects and Business Revitalization Programs.

2. **Marketing Coordinator/Grant Researcher** – Research, plan and work with the Economic Development Commission to help establish a marketing plan for the Town of Haddam which will enhance responsible growth and low risk development consistent with the Plan of Conservation and Development.
 - Develop and maintain market listings of available sites in areas zoned for business development.
 - Create a marketing strategy to promote available locations and recruit appropriate businesses.
 - Conduct research, prepare and submit grant funding for new programs and projects which will enhance economic growth in Haddam.

- Conduct infill development assessment of available commercial lands for new construction and redevelopment.
- Review Town of Haddam Fixed Tax Assessment for Businesses in accordance with State Statute 12-65 b and 12-65h.

3. Liason Between Town of Haddam and Adjacent Towns

- Coordinate funding and development opportunities within the villages of East Haddam and Tylerville particularly as they relate to culture and tourism.

Other Functions:

- Performs related work as required and attends all Economic Development Commission Meetings. Some attendance at other Town (evening) meetings may be required.

Postion Term:

The position is contractual for one year. The renewal will be based, in part, on the successful completion of an infill assessment of the commercial needs in the Town. This report will evaluate the potential land to be used for business in town and its impact on the grand list.

Minimum Required Qualifications:

1. Several years of demonstrable experience in planning and implementing programs and strategies in public and private venues that resulted in successful conclusions.
2. Knowledge and expertise in local laws, zoning regulations and permit processes outside agencies and state regulations, or ability to acquire such knowledge for the Town of Haddam in a reasonable amount of time.
3. Knowledge and understanding of the Town of Haddam's Plan of Conservation and Development and willingness to work within pre-established guidelines.
4. Ability to manage, facilitate and be proactive in a team setting, without direct supervision.
5. Ability to negotiate sensitive issues and resolve problems in a professional manner while always maintaining the best interests of the Town.