



Job Posting Economic Development Coordinator

The Lorain County Board of Commissioners is currently accepting applications for the position of Economic Development Coordinator.

Position Summary:

Under administrative direction, coordinates activities for economic development of the county. Develops long term strategies and marketing plan to attract and retain business, conduct research to identify funding sources, prepare grants applications; performs other related duties as required.

Other duties that fall within the scope of this position include assisting with public relations, participating in events, building a good rapport with elected officials, and acting as a liaison between County government and various agencies, offices, or businesses to ensure effective communication and contribution. Further related duties may be required under the position's responsibilities.

Qualifications Required:

Completion of post-secondary education with a degree in public administration, planning urban studies or other related business/marketing discipline with 5 years related experience in private industry or public sector and/or any combination of the above education and experience.

Must possess a current valid Ohio driver's license and maintain continuing eligibility for coverage under the counties' existing insurance policy.

Illustrative Duties:

- Coordinates activities for the economic development of the county; designs, coordinates and evaluates research to develop a profile of county development opportunity assets and identify compatible firms; establishes and administers a marketing plan to attract and retrain business; utilizes various media to publicize

potential site development and respective land and facility prices and other appropriate information.

- Researches private, community, civil organization, state and federal programs to identify available sources of revenue for various county programs; completes grant applications and ensures timely submission; follows up with agencies and organization to determine eligibility; provides technical assistance to county officials in completing grant applications; maintains records pertaining to grants; assists with the preparation of budgets for grant programs; monitors expenditure of grant funds to ensure compliance with budget and grant restrictions.
- Serves as a liaison with various county boards and commissions (such as Planning Commission, Board of Revision) with political subdivision officials (such as township, village, and municipal government) and civic business and community organizations (such as chamber of commerce, community action council) represents Board of County Commissioners at various meetings, seminars, and conferences; establishes working relationships with federal, state, and county officials to assist in identifying revenue sources; prepares periodic and special reports concerning projects and activities to the County Administrator and Board of Commissioners; maintains detailed records on activities; coordinates and assists with a variety of special projects as directed by the Board of County Commissioners.

Knowledge, Skills, and Abilities:

- Knowledge of Lorain County business and industry, government structure and process, planning, marketing, public relations;
- Ability to interpret a variety of technical materials in books, journals, and manuals;
- Ability to use proper research methods in gathering data, establish an effective rapport with civil leaders, business executives, and public officials;
- Knowledge of state and federal programs with funds for local government projects.

How to Apply:

Submission of the County Employment Application is required. Applications will be accepted electronically by submission to Human Resources, hr@loraincounty.us or by mail or hand delivery to Lorain County Administration Building, 226 Middle Avenue, Elyria, Ohio 44035.

Lorain County is an equal opportunity employer and will make reasonable accommodations for qualified applicants with disabilities.