

# CALUMET CITY DEPARTMENT of COMMUNITY and ECONOMIC DEVELOPMENT (CED)



**Thaddeus M. Jones**

*Mayor, City of Calumet City*

**Deston Dorchack**

*Personnel Director*

**Deanne Jaffrey**

*Chief of Staff & City Administrator*

## OPEN POSITION ECONOMIC DEVELOPMENT COORDINATOR

### **JOB SUMMARY**

This position is not a profession of tunnel vision as tasks and duties will vary from day to day. The Economic Development Coordinator must be aware of how the economy applies to, and specifically impacts Calumet City and the surrounding region while being a little bit of an expert, or be willing to learn, on every aspect of that impact. Building and maintaining relationships/partnerships to improve and stabilize the City's business community by ensuring all economic development programs are fully developed and implemented. Consistently and systematically following up on the recruitment of commercial and/or industrial businesses and their sustainability within a community. Communicating effectively to groups and individuals, engineers, architects, contractors, developers, businesses, supervisors, employees, and the general public. Establishing working relationships with other organizations and economic development practitioners. Conducting research and market analysis, preparing and analyzing reports, spreadsheets, and data. Accessing data from property-related websites. Maintaining a database of brokers and real estate directors regarding retail and industrial businesses and their quest for property locations. Performing a variety of administrative, technical, and professional work in preparation and implementation of plans, programs, and services relative to the recruitment and retention of businesses. Coordinating economic development initiatives to achieve the goals and objectives outlined by the Mayor and City administration. Marketing and recruiting new businesses. Implementing specialized marketing and business recruitment efforts for city-owned and private commercial structures. Attending various workshops, seminars, conferences, etc., promoting retail and industrial development initiatives within the City.

### **APPLICANT QUALIFICATIONS**

- Must have exceptional knowledge of the implementation of various economic development tools including Tax Increment Financing, Special Service Districts, Enterprise Zones, Opportunity Zones, and Cook County property tax incentive programs
- Have working knowledge of municipal zoning/codes and infrastructure, and planning programs and processes
- Certifications from various Economic Development organizations preferred

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- Bachelor's Degree in economics, public administration, business administration, or similar fields required
- Seven years of experience in the practice of Economic Development within a Public Administration preferred
- Must have U.S. citizenship

Anyone interested in the posting, please contact **Deston Dorchack** at [ddorchack@calumetcity.org](mailto:ddorchack@calumetcity.org) or **Deanne Jaffrey** at [djaffrey@calumetcity.org](mailto:djaffrey@calumetcity.org).