

ECONOMIC DEVELOPMENT COORDINATOR

JOB ANNOUNCEMENT



imaginemason.org

Mason Community Profile

The City of Mason is considered one of the most desirable communities in the Cincinnati metropolitan area and has earned a reputation as a progressive, innovative community. The city is a destination for corporations seeking a thriving business environment and for families desiring attractive neighborhoods and nationally ranked schools. It is located in the southwest portion of Ohio, 22 miles northeast of Cincinnati and 30 miles south of Dayton.

Originally settled as the village of Palmyra in 1815 by Major William Mason, the community was renamed in his honor 20 years later. Incorporated in 1971, Mason is now one of Ohio's fastest growing cities and has over 35,000 residents. Its 19+ square miles are about 85% developed with a mix of businesses, commercial areas, and attractive residential neighborhoods with a wide range of housing types. A comprehensive planning process for the development of the city has helped preserve its small-town feel even as it has evolved into a modern city with attractive amenities.

Mason is strategically located between the Cincinnati region's two most vital commerce corridors, Interstates 71 and 75, just north of the I-275 beltway. Businesses and residents have easy access to the metropolitan centers of Cincinnati and Dayton.

For air travelers, the Cincinnati/Northern Kentucky International Airport in northern Kentucky is about forty-five minutes away. Major regional and commuter airlines provide non-stop or direct service to cities in the United States, Canada, and Europe. Dayton Airport in Ohio is also about forty-five minutes away, and Port Columbus, Ohio, is about 90 minutes away. Private airports in Cincinnati (Lunken Field) and Warren County are nearby.

Almost all of the city is served by the Mason City School District, which has earned a perfect score and an "Excellent/Effective" rating on the state report card each year since 2000. It serves approximately 10,500 students. The city also has two private schools that educate

about 1,000 students in grades one through eight. Higher education opportunities are available locally at Sinclair Community College in Mason and Miami University's regional campus in West Chester. Main campuses within commuting distance are the University of Cincinnati, Miami University of Ohio, and smaller, private colleges.



Almost all of the day-to-day needs of families can be found right in the City, from grocery stores to professional offices. Four regional shopping centers are within a 20-minute drive.

Residents of the City of Mason have many recreational opportunities available at their doorstep. The Grizzly Golf and Social Lodge, Great Wolf Lodge, and Kings Island amusement park all lie within City boundaries. The city is also home to the annual Cincinnati Open, a championship men's and women's tennis tournament. Eight City parks cover 300 acres and include fishing lakes, walking trails, ball fields, tennis courts, picnic shelters, and playgrounds. Mason Community Center is one of the largest public recreation facilities in the state. It has a competition pool, leisure pool, gymnasium, field house, fitness area, walking track, senior center, café, and classroom and meeting areas. A continually expanding network of bike paths connects neighborhoods to schools, parks, and downtown.

Growth and development in Mason is expected to continue to meet or exceed the average growth of the economy because of Mason's physical location, developable terrain, municipal facilities, services and utilities, and the progressive attitude and actions of city council, administration, and citizens.

Government in the City of Mason

Mason has a council/manager form of government. City Council hires the city manager, who is charged with administering the operations of city government and implementing policies enacted by Council. The city's charter establishes guidelines for its operations.

The legislative body of Mason consists of a mayor and six council members who are elected at-large on a nonpartisan basis to serve 4-year terms of office, with a limit of two consecutive terms. The mayor is a council member elected by his or her fellow council members and serves as the executive head of council. The council also selects the vice mayor, who performs the duties of the mayor in his or her absence.

The council/manager form of local government combines the strong political leadership of elected officials in the form of council, with the strong managerial experience of an appointed city manager. The mayor and council members are the leaders and policy makers elected to represent the community and to concentrate on policy issues that are responsive to citizens'

needs and wishes. The city manager provides policy assistance and ensures that the entire community is being served. The city manager carries out Council policies as he or she manages the day-to-day operations of the city with support from the city manager's immediate staff, including the assistant city manager, human resources director, economic development staff, public information officer, information technology manager, and department heads. He or she has full authority over the appointment and removal of all municipal personnel.

Department heads are responsible solely to the city manager for carrying out the mission and responsibilities of their departments. Department heads include a finance director, service director, city engineer, parks and recreation director, public utilities director, public works director, safety director, police chief, and fire chief. The department heads, together, with the immediate administrative team, make up the city manager's leadership team.

Economic Development Coordinator

This Job Announcement outlines factors of qualifications and experience identified as necessary and desirable for candidates to possess who are applying to the above position as well as provides background information on the community and the City of Mason.

Importantly, this Job Announcement will be used as a guide in the recruitment process, providing specific criteria by which all applications will be screened and individuals selected for the interview and appointment consideration.

Candidate Qualifications Profile

Hiring Range: \$66,497 - \$80,828
Classification: Classified
Reports To: Economic Development Director
FLSA: Exempt
Posted: January 29, 2025
Department: Economic Development
Status: Full-Time
Hours: Minimum 40 hours per week

General Statement of Duties and Distinguishing Features of Class

Under general direction from the Economic Development Director, and his/her designees, the Economic Development Coordinator is responsible for retention and expansion of the business community with a high focus on establishing and maintaining relationships; promoting the City to attract new businesses; and supporting the expansion of the existing business base. Duties include proactively supporting cutting-edge economic development programs and the City's overall vision of being a global city of choice. Responsible for creating marketing and communication materials, maintaining a database of commercial and industrial properties, responding to request from site selectors and real estate professionals, monitoring city tax and grant incentive programs, compilation of grant and other funding applications, and administering special projects. This position will require regular interaction and customer service to local business leaders, all City departments, City Council and members of the community. The workload can be complex requiring interpretive judgment within prescribed standards and complete discretion. The Economic Development Coordinator must independently manage his/her workload and additional duties as assigned.

This is a public service job based on trust, credibility, and competency. It is a critical requirement of this position that the incumbent displays the desire and ability to perform and behave (on duty, as well as off duty) in a manner that does not damage or endanger the loss of trust with the public, co-workers, and other public safety forces. Candidates must meet the following qualifications and requirements at the time of appointment.

Examples of Work (Illustrative Only)

- Assists with the business retention, expansion, attraction, creation and workforce programs; builds and maintains relationships with the local and regional business community as directed;
- Support economic development programs, sometimes led by consultants/contractors, consistent with the City of Mason's Economic Development Strategic Plan and Strategic Focus Areas.
- Proactively markets the City of Mason for economic development attraction projects and programs both in person and through social media outlets.
- Plans, organizes, administers and coordinates strategies, programs and projects in support of economic development and business development, retention and attraction.

- Participates in the negotiation, preparation, and processing of documents and implementation of such documents as development agreements, owner participation agreements, contracts, resolutions, and requests for proposals, etc.
- Analyzes, formulates and implements policies and administrative procedures for activities, projects and programs within the area of responsibility; and monitors the effectiveness of those activities.
- Monitor key performance indicators demonstrating the City of Mason's overall economic performance, including vacancy rates, lease rates, employment statistics, relative to the Cincinnati Region and other peer cities.
- Participates in the evaluation of real property development projects that involve public and public private partnerships.
- May provide assistance in the facilitation and negotiation of lease agreements and other contracts with developers.
- Prepares and reviews staff reports for City Council on policy and project matters.
- Prepares requests for proposal for professional services, evaluates bids and products, makes recommendation for selection, evaluates and monitors quality of vendor or contract services.
- Reviews and edits materials, including draft reports and staff correspondence.
- Serves as liaison and facilitates communication between staff and other City departments, community groups and non-profit agencies regarding community-wide economic development initiatives.
- Participates on interdepartmental and intradepartmental teams, committees and boards as required.
- Serve as City Liaison with external organizations as needed.
- Perform other tasks as assigned.

Skills, Knowledge, and Abilities: The following is preferred

- Coordinate business recruitment, prospect inquiries, handle targeted contacts and location proposals;
- Provide site selection technical support to developers, realtors, site selection firms and development agencies;
- Create and direct business retention programs;
- Provide technical assistance to businesses regarding utilities, transportation, labor and related matters;
- Fulfill state auditing and reporting requirements;
- Conduct abatement analysis and revenue projections;
- Develop marketing strategies, compose, distribute, and release public relations coverage in local and regional media;
- Keep up to date with related technical developments as they apply to the field;
- Establish and maintain an information system database, tracking citywide businesses, facilities and properties;
- Continue to improve knowledge base, professional development, and education;
- Coordinate forums, special events, and other corporate relationship opportunities;

Candidate Qualifications Profile (Continued)

- Maintain a professional relationship with all contacts on behalf of the City of Mason;
- Promote development in existing business parks and new properties;
- Adhere to City of Mason policies and procedures;
- Knowledge of regional business, regulatory and land-use issues and the commercial real estate marketing the Greater Cincinnati area;
- Results-oriented and sales-focused background;
- Strong project management experience in fast-paced high-volume work environment;
- High level of computer proficiency, working knowledge and experience of databases, spreadsheet, desktop publishing, presentation and word processing software;
- Public speaking and/or presentation experience;
- Demonstrable knowledge of technical and business writing;
- Ability to develop high quality proposals and documents utilizing current hardware and software;
- Able to utilize current technology, including the Internet, for economic development related projects and inquiries;
- Ability to work independently and as part of a multi-disciplined team;
- Operate professionally within a highly respected organization, maintaining or exceeding this image;
- Flexible schedule to accommodate the needs of projects and companies – may require some evening and/or weekend work – work weeks may be greater than 40 hours;
- Knowledge of and experience in municipal disciplines: public utilities, public works, engineering, planning and public finance.

Physical Requirements

- Operate a motor vehicle requiring a standard Ohio Driver's License to visit building sites and unimproved land, attend regional and statewide meetings, and conduct tours for business people.
- Able to sit for extended periods of time working on keyboarding activities, entering data, creating documents, etc.
- Lift up to 25 lbs. of materials independently.
- Normal visual acuity to see objects up close or at a distance, with or without correction, or with or without reasonable accommodation.
- Auditory acuity to hear pagers, cell phones, telephones, etc. with or without reasonable accommodation.
- Manual dexterity to perform clerical tasks such as filing, keyboarding, etc.
- Ability to mentally handle associated tasks, problems, solutions, and all other mental tasks associated with positions of this nature.

Education and Experience

- Possession of a bachelor's degree in related field. Master's degree preferred. Four-year degree in a related field, minimum of two to three years of experience in economic development in a public agency, or similar development related field.
- Minimum of two to three years of experience in the industry required.
- Experienced leader, the successful candidate is a strategic thinker, proactive, innovative, enthusiastic, and a dedicated professional who possesses a high level of technical skills, along with a commitment to superior customer service.
- Possession of a reputation for personal integrity and high ethical standards is essential.
- Proven history of continuing education.
- Possession and maintenance of a valid driver's license issued by the State of Ohio.

Personal/Professional Traits

- Be a person of integrity.
- Follow a style that involves a "no surprises" approach in presenting all the facts and alternatives to superiors and co-workers.
- Flexible, adaptable, collaborative, an open style and ability to function effectively in demanding situations.
- A sincerely approachable person who can relate comfortably and effectively with people and issues involving a wide variety of interests and concerns.
- An articulate and effective communicator, both orally and in writing, as well as one who has good listening skills; be responsive to employee input and provide prompt feedback; capable of making effective public presentations.
- Solid record of dealing fairly and cooperatively with all organization staff and employees, committed to treating all with dignity and respect.
- Project a strong professional presence in appearance, actions, and personal demeanor.
- Willing to commit a reasonable period to serving the City of Mason.

I understand this position is a position at will, and nothing in this job description and no oral statements made to me in connection with this job description can be construed as a contract of employment.

City Mission Statement

We are driven to make a difference. We work responsibly, speak honestly, act compassionately, and stand accountable to those who entrust us with their lives, their families, their livelihood, and their dreams. Together—through the guidance of our community and the initiative of our employees—we make the difference that promises Mason an even better tomorrow.

Benefits Profile

- Public Employees Retirement System: 14% contribution paid by the City of Mason, 10% by employee.
- High deductible insurance plan with optional HSA. Employee portion of the plan is \$91/month single, \$182/month family. City of Mason owns its own insurance plan. Effective thirty days after hire.
- Dental & Vision combination coverage of \$3,100 or \$4,500 for \$100 per month or less.
- Vacation - 80 hours for year one through year four; 120 hours for the fifth through the ninth year, and 160 hours for the tenth and subsequent years. Contract employees to follow contract.
- Employees are credited with 112 hours of personal time annually.
- Sick leave - Accrual rate of 8 hours of sick leave for every 30 days worked (sick leave may not be taken while on probation). Sick leave does not accrue until employee has successfully completed 6 months of employment.
- Life insurance policy of \$50,000 during employment (city pays premium), with option to purchase for family members at a discounted rate.
- Funeral leave - up to three days.
- Probationary period of six months.
- Deferred compensation available (no match).
- Approved and related continuing education paid at 50% after completion of probationary period.
- Financial and professional support of related affiliate associations and membership.
- Earnings tax withheld - 1.12%
- Comprehensive wellness program available to all full-time employees with opportunities to earn HSA contributions and other incentives.

This is a Job Announcement and not an individualized job description. A Job Announcement defines the general character and scope of duties and responsibilities. The Job Announcement is not intended to describe and does not necessarily list all the essential job functions for a given position.

No part of this Job Announcement is meant to imply a contractual relationship for the respective position and no person may alter this non-contractual relationship at any time.

Application Requirements

Applications for this position must be filled out online by visiting imaginemason.org and going to the employment page. It will take about two hours to complete the application and assessment tests. Applications must be submitted prior

to the closing date listed above the candidate qualifications. A résumé will not be accepted in lieu of requested material. Additional documentation will not be accepted at this time; any forwarded will be destroyed.

[Please Apply Online](http://imaginemason.org)

imaginemason.org

*Equal Opportunity Employer
Women, Minorities, and Others are Encouraged to Apply*