



DEPARTMENT OF HUMAN RESOURCES

City Hall | 340 North Washington Avenue | Scranton, PA 18503 | 570.348.4246

JOB DESCRIPTION

Title: Economic Development Coordinator

Department: OECD

Supervisor: OECD Director

Date: November 23, 2021

General Description:

The Economic Development Specialists supports the Executive Director in the development and implementation of all OECD federal/state/local economic development programs. The position works with the OECD staff, business owners, economic development partners, governmental entities and others associated with community and economic development initiatives.

Essential Job Functions:

- Assists with the preparation and submission of RCAP, LSA, ARPA and other related grant funding.
- Provide technical support for economic development projects and borrowers.
- Research and compile data relative to the support of new and existing business ventures.
- Maintain an active relationship with local merchants and work with members of Scranton Tomorrow and others.
- Facilitate the application and receipt of federal, state, and local grants.
- Facilitate the How to do Business in Scranton project.
- Assist with information and content for the City of Scranton website, including marketing materials.
- Serve as a liaison for the Business Loan-to-Grant program, including assisting loan applicants through loan application process and speaking and/or meeting with applicant(s) to discuss small business loan program guidelines
- Assist in the monitoring and compiling of data for preparation of the EDA reports.
- Perform quarterly job creation monitoring with individual borrowers.
- Assist with the processing and oversight of the EDA Loans program.
- Assist with the Workforce Development program.
- Facilitate various Economic Development outreach programs.
- Data entry in IDIS system.

- Assist in the procurement process, including preparation and oversight of Requests for Proposals/Qualifications and bidding matters.
- Assist with program compliance.
- Preparation and processing of vouchers.
- Input and tracking of data in the IDIS system.
- Attend trainings as designated.
- Other duties as assigned.

Required Training, Experience, Knowledge, Skill, and Abilities:

1. Public policy, planning, economics, community development and/or political science coursework.
2. College degree preferred
3. Familiar with Federal & State Economic Development and Housing programs
4. Ability to accurately deal with difficult situations and to work in Team environment.
5. Excellent communication skills (written and oral).
6. Proficient computer skills in Word, Excel, PowerPoint.

The Economic Development Coordinator must attain residence in the City of Scranton within six (6) months from the date of their appointment, proven by deed, rent receipt, lease, and/or utility bills. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.