CITY OF LIVONIA invites applications for the position of:

Planning and Economic Development Coordinator

An Equal Opportunity Employer

SALARY: $61,921.60 - $72,488.00 Annually

OPENING DATE: 09/25/20

CLOSING DATE: 10/11/20 11:59 PM

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

Under the supervision of the Director of Planning and Economic Development, the employee in this classification will help coordinate the City’s planning and economic development initiatives, programs, and activities with an emphasis on implementing the goals and objectives of the City’s Comprehensive Master Plan, Livonia Vision 21. This employee will assist businesses and foster economic development, including recruitment, expansion and retention. The individual in this position will work cooperatively with the Mayor's Office, City Council, City Departments, the Livonia Chamber of Commerce, the business community, and educational institutions.

ILLUSTRATIVE EXAMPLES OF WORK:

The Planning and Economic Development Coordinator will be responsible for leading the City's workforce development efforts and Youth Employment program. This employee will prepare reports on behalf of the Department for review by the Livonia City Council and Planning Commission; work cooperatively with other government agencies and planning and economic development organizations; compile and maintain a database of local economic base employers; develop an ongoing Business Visitation Program that involves scheduling and meeting with manufacturers and other businesses to determine future expansion or relocation plans, status of leases, problems and concerns, and need for assistance; provide assistance to companies on site selection, permitting, and incentive and job training programs; track expenditures and tax increment finance disbursements related to ongoing brownfield redevelopment projects; provide staff support to the City of Livonia Brownfield Redevelopment Authority (LBRA); assist with the activities and operations of the Plymouth Road Development Authority (PRDA); represent the City at workshops, seminars and conferences related to planning and economic development; assist with the preparation of an annual report on the activities of the Department; identify and solicit potential funding sources and grant opportunities; update and maintain a community profile; assist the Chamber of Commerce and other organizations on strategies to help market the City; help maintain the Department’s website with a focus on providing planning and economic development information and resources, highlighting and marketing the community as well as individual businesses and organizations, and promoting special events, announcements, milestones and achievements; and assist the Director with tracking legislation that could impact the City and its planning and economic development policies or programs.

MINIMUM QUALIFICATIONS AT TIME OF APPLICATION:

1. Be a citizen of the United States, or a resident alien with the right to work in the United States; and
2. Possess and maintain a valid Michigan driver’s license with a clean driving record; and
3. Have a bachelor’s degree from a four (4) year college or university in urban and regional planning, economic development, business, public administration, or a closely related field; and
4. Have a minimum of three (3) years related work experience and/or training in urban planning or economic development, including project management experience, and
administrative experience; and
5. Have work experience using computer and written communications skills, and be proficient with software applications and programs, including ArcMap GIS, Adobe Acrobat, and Microsoft Office; and
6. Have knowledge of land use planning techniques and zoning regulations; and
7. Have knowledge of State of Michigan economic incentive programs.

PARTS OF EXAMINATION AND WEIGHTS:
   Interview – 100%*
   Background Investigation - Pass/Fail

*NOTE: Up to 10 candidates with the most appropriate combination of education, experience, and training will be invited to the interview. Candidates must pass the interview and background investigation to be placed on the eligible list. At the time of selection, the applicant is required to pass a complete pre-employment medical examination, including drug testing, conducted by a physician authorized by the City of Livonia.

KNOWLEDGE SKILLS AND ABILITIES:
   • Comprehensive understanding of the operation of local and state government as applies to economic development plus basic skill in finance, marketing, communications and problem solving.
   • Comprehensive understanding of principles and practices of community planning, including site planning and the ability to read plans, economic development and ability to accurately evaluate and effectively communicate complex economic development projects/programs.
   • Innovation and creativity in building strong relationships with elected officials, City employees, neighborhoods, schools, businesses, the development community and regional agencies.
   • Knowledge of the theory, principles and practices of economic and community development.
   • Knowledge of state, federal, and regional grant programs pertaining to economic and community development.
   • Ability to communicate effectively in oral and written form.
   • Ability to make important judgments with regard to varied business matters of significance to the City.
   • Ability to think analytically and creatively.
   • Ability to work independently.

PURPOSE: The purpose of this announcement is to establish an eligible list to fill current and future vacancies.

HOW TO APPLY: Applications can be completed anytime online at www.governmentjobs.com/careers/livonia.

NOTE: Following an offer of employment, candidates are required to pass a pre-employment physical conducted by a physician authorized by the City of Livonia.

If work experience and/or specific skills are listed as qualifications, it is the responsibility of the applicant to describe their experience and/or skills sufficiently in the EDUCATION AND WORK EXPERIENCE sections of the application form so that it may be determined if the experience and/or skills listed meet the stated qualification requirements. Applicants who do not comply will be disqualified from further consideration.

Attachments or resumes are not accepted in place of completing the information requested on the official application. However, you may attach extra pages to your application, if necessary, to provide a complete work history to supplement the Employment History section of the application.

Qualified applicants will be notified via e-mail of the time and place of testing and / or interviews.
Planning and Economic Development Coordinator Supplemental Questionnaire

* 1. Do you possess and can you maintain a valid drivers license with a clean driving record?
   □ Yes □ No

* 2. Do you have a bachelor's degree from a four year college or university in urban and regional planning, economic development, business, public administration, or a closely related field?
   □ Yes □ No

* 3. Do you have a minimum of three years related work experience and/or training in urban planning or economic development, including project management experience, and administrative experience?
   □ Yes □ No

* 4. Do you have work experience using computer and written communications skills, and are you proficient with software applications and programs, including ArcMap GIS, Adobe Acrobat, and Microsoft Office?
   □ Yes □ No

* 5. Do you have knowledge of land use planning and zoning?
   □ Yes □ No

* 6. Do you have knowledge of State of Michigan economic incentive programs?
   □ Yes □ No

* Required Question