

JOB DESCRIPTION

Job Title	Development Services Specialist
Department	Community Economic Development Group
Reports To	Executive Vice President/COO
Positions Supervised	None
FLSA Status	Exempt

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Summary

Assist developers and stakeholders in evaluating and coordinating local economic development incentive programs to assist with redevelopment project opportunities in Kansas City, Missouri.

Essential Job Functions

- Evaluate and coordinate redevelopment opportunities within Kansas City for redevelopment projects seeking economic development incentives through the following agencies: Land Clearance for Redevelopment Authority (LCRA), Tax Increment Financing Commission (TIF), Planned Industrial Expansion Authority (PIEA), and Chapter 353 tax abatement program. This position may also assist with project management for Chapter 100, Port Authority, Kansas City, Missouri, CDE and other affiliated agencies/incentive programs associated with EDC.
- Meet with developers and stakeholders regarding potential redevelopment projects to discuss scope of the redevelopment project, incentive programs, zoning/land use and other essential information.
- Evaluate redevelopment project information to determine if a redevelopment project is eligible for economic development incentive programs.
- Select third-party consultants and draft essential documents such as funding agreements, request for proposals and other necessary scope of services documents.
- Ability to understand reports/documents as they relate to real estate finance, blight findings and legal matters.
- Responsible for project management of redevelopment projects through incentive agency processes which include the following duties: managing all notices, writing Plan/Amendment documents, creating various exhibits for Plan/Amendments, draft staff reports and testify at agency, City Plan Commission and City Council committee hearings.
- Assist with special projects related to real estate development/economic development agency programs.
- Work in a team capacity and have an understanding of business related economic development incentive programs.
- Perform other duties as assigned that are related to economic development or agency incentive programs.
- Attends work regularly to ensure timely delivery of assignments and to meet with fellow team members on short notice as needed for development purposes.

Ancillary Job Functions

- Build relationships with external partners and key stakeholders to assist with redevelopment projects.
- Review existing policies and processes and provide comments and/or recommendations.
- Provide awareness of various services and/or programs EDC has available for redevelopment projects.

Education and Experience – An equivalent combination of education, training and experience will be considered.

- Bachelor's degree in Architecture, Economics, Planning, Public Administration or related field is required.
- Master's degree, economic development certification, CCIM institute certified, National Development Council certified, or economic development experience highly preferred.
- A minimum of 3 years of experience of in economic development, community development, planning, or real estate finance is required.
- Valid driver's license.
- Must reside within the city limits of Kansas City, Missouri.

Knowledge, Skills and Abilities which may be representative, but not all-inclusive of those commonly associated with this position.

- Excellent verbal and written communication skills.
- Excellent presentation skills.
- Understanding of real estate finance and zoning/land use related planning matters.
- Ability to work as part of a multi-disciplinary team or independently. Coordination with *Business Development Officer* (team partner) is essential.
- Excellent project management skills.
- Excellent organizational and time management skills.
- Proficient with the Microsoft Office Suite.
- High level of attention to details required.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Moderate noise (i.e. phone calls, keyboards, printers/copiers).
- On rare occasion, exposed to fumes, inclement weather, or wet humid conditions on site visits.

Physical Abilities commonly associated with the performance of the functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Clarity of vision at 20 inches or less and 20 feet or more.
- Regularly sits, talks on the phone, and listens to others' requests.
- Ability to perform repetitive wrist or hand movements.
- Ability to identify and distinguish colors.
- Ability to drive to work related meetings.
- Ability to reach with arms, stoop, and kneel.