City of Virginia Beach Organizational Mission & Values
The City of Virginia Beach exists to enhance the economic, educational, social and physical quality of the community and provide sustainable municipal services which are valued by its citizens. The City of Virginia Beach organization is based upon a belief in the democratic process of government. This belief provides meaningful ways for citizens, reflecting the diversity of our City, to contribute to the development of public policy. This process is enhanced by organizational values which guide member performance within the Virginia Beach Quality Service System. These Values define our desired organizational culture. We value quality customer service; teamwork; leadership and learning; integrity; commitment; and inclusion and diversity.

Class Summary
Coordinate the work of professionals and consultants contracted by the Virginia Beach Development Authority, city agencies, and private developers in the purchase and development of Authority property.

Representative Work Functions and Responsibilities
Coordinate projects initiated by the Virginia Beach Development Authority from conception to final development providing day-to-day oversight of contractors and professional service providers to ensure that projects are carried out as expeditiously as possible.

Perform or secure services of others for the performance of services including, but not limited to, land acquisition, environmental assessment, legal services, market and feasibility studies, financing options, land planning, civil engineering, and architectural services.

Develop and maintain a management information and project reporting system with thorough guidelines, procedures, and checklists to regularly brief Economic Development and city authorities of the status of projects.

Develop pro formas for Development Authority projects and regularly update or refine the information based on changing market conditions or other experiences.

Provide input into the city's Capital Improvement Plan (CIP) for those projects which would qualify for funding.

Report to the director on the status of projects and plans.

Perform other job duties requiring skills, knowledge and physical requirements as demanded by those duties described or less. Individual assignments will be determined by the supervisor based on then current workloads and department needs.

Performance Standards
Successfully coordinate the efforts of numerous consultants, professionals, city administrators, and developers to complete development projects in a timely and effective manner as indicated by the Virginia Beach Development Authority and the business officials concerned; take action when necessary to
Economic Development Project Coordinator #02676

expedite project and inform higher level decision makers on the need for revisions to plans, financing, or other project components.

**Minimum Qualifications**
Requires any combination of education above the high school level and/or experience equivalent to nine (9) years in fields utilizing the required knowledge, skills, and abilities and associated with such positions as Business Development Representative, Commercial Real Estate Developer or Civil Engineer.

Certification as a Professional Engineer (P.E.).

**Special Requirements**
All employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies.

**Knowledge-Skills-Abilities Required to Perform Satisfactorily**

A. Knowledge
   1. Knowledge of the principles and practices of modern Economic Development.
   2. Knowledge of legal, environmental, real estate, engineering, and architectural principles as they pertain to site acquisition, development and construction.

B. Skills
   1. Skill in maintaining effective professional interpersonal relationships.
   2. Skill in oral and written communications.

C. Abilities
   1. Ability to plan and implement a variety of tasks associated with Economic Development projects.
   2. Ability to read and interpret construction contracts and plans.

**Working Conditions**
The below stated working conditions are intended to provide a general overview of the environmental conditions inherent in the job setting, as well as the physical, mental, and sensory requirements necessary to perform the essential functions of positions in the noted job title. A more detailed description will be made available at the position (PCN) level.

NOTE: Per HR Policy 6.19, Americans with Disabilities, the City follows the requirements of the Americans with Disabilities Act (ADA) in all hiring and employment decisions. The City shall not discriminate on the basis of disability in its hiring and employment practices. The City shall make reasonable accommodations for the known physical or mental limitations of a qualified applicant or employee with a disability upon request unless the accommodation would cause an undue hardship on the operation of the City’s business.

**Physical Requirements:** Physical refers to the requirement for physical exertion and coordination of limb and body movement.
Requires medium work that involves walking or standing most of the time and involves exerting up to 10 pounds of force on a regular and recurring basis and routine keyboard operations.

**Mental Requirements:** Mental refers to the degree that the job involves cognitive activities, and use of mental processes.
Uses advanced professional level work methods and practices in the analysis, coordination or interpretation of work of a professional, engineering, legal, or managerial nature and formulates important recommendations or makes technical decisions that have an organization wide impact.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.
**Environmental Conditions:** Environmental refers to job conditions inherent to the job setting, including those that may lead to injury or health hazards even though precautions have been taken. This job involves a risk of limited to no exposure to any environmental hazards.

**Sensory Requirements:** Sensory refers to hearing, sight, touch, taste, and smell required by the job. The job requires normal visual acuity, and field of vision, hearing and speaking.