



Coordinator- Special Projects- Economic Development

Blueprint Intergovernmental Agency

Tallahassee-Leon County Office of Economic Vitality

Salary: \$55,827.20 - \$151,507.20/annually

Hiring Rate will generally not exceed \$102,044.80/annually

About the Position

This is a professional and technical role that involves managing projects, contract programs, grants, and other major initiatives related to economic development. The job requires researching, developing, planning, executing, and administratively overseeing programs, functions, and procedures that support economic and business development opportunities in Tallahassee-Leon County. The position works closely with the Director of the Office of Economic Vitality and reports directly to the Deputy Director for the Business Vitality and Intelligence Division to ensure that all business development programs, projects, and initiatives related to these industry sectors are implemented effectively.

About OEV

The Office of Economic Vitality (OEV) is an organization that focuses on economic development and aims to ensure accountability, transparency, citizen engagement, and professional management of economic development projects. OEV strives to develop programs and initiatives while coordinating with the community's economic development partners to leverage ideas, innovations, and intellectual capital.

About the Business Development and Intelligence team

The Business Development and Intelligence team collaborates with business owners, entrepreneurs, site selectors, government officials, and community leaders to achieve the following objectives:

- Attract, retain, and expand businesses
- Promote entrepreneurship and support the formation of new businesses
- Advocate for workforce alignment and development
- Improve the economic development incentive toolbox
- Maximize the impact of OEVs efforts.

Who you are

- You meet all of the minimum training and experience requirements of the position
- You are incredibly organized, with superb attention to detail and a strong ability to execute
- You are excellent with time management and able to shift tasks and priorities as needed quickly
- You have a knack for working across various roles and teams in a fast-paced, changing environment while remaining flexible, proactive, resourceful, and efficient
- You communicate, perform, and react well under pressure or ambiguity
- You enjoy optimizing processes to make them more efficient
- You are adept at handling sensitive information and situations with care and confidence

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www.OEVforBusiness.org



Minimum Training and Experience:

Possession of a bachelor's degree in public or business administration, urban planning or a degree accepted in the field in which the vacancy exists and four years of technical, staff or administrative experience related to the core business practices in the department in which the vacancy exists; or an equivalent combination of training and experience.

Necessary Special Requirement

Must possess a valid Class E State driver's license at the time of appointment.

CLOSING DATE: May 12, 2024

Must submit a City of Tallahassee application by date designated above. Visit <http://www.talgov.com>. Please follow application instructions precisely.

TDD Number: 711.

Equal Opportunity, Veterans Preference, Drug-Free Employer