

# Department of Economic and Housing Development

## Job Descriptions

JOB TITLE: Director Economic & Housing Development

### GENERAL STATEMENT OF JOB:

Under general direction, plans, directs and supervises Dunedin's citywide revitalization program, including the development of economic strategies and programs to expand the City's economy and tax base and long range planning functions. Performs related work as directed. Reports to the City Manager

JOB TITLE: Economic Development Specialist

### GENERAL STATEMENT OF JOB:

Under general supervision, uses independent judgment to facilitate economic development and redevelopment initiatives in the City of Dunedin. The focus of this position is to implement the goals and objectives of the Economic and Housing Development Department as detailed in the City's Economic Development Master Plan and 2033 Downtown Master Plan. The position is also responsible for coordinating the City's Downtown Parking Management initiative. This position reports to the Director of Economic and Housing Development.

JOB TITLE: Special Projects Coordinator

### GENERAL STATEMENT OF JOB:

Under general supervision, uses independent judgment to carry out various goals of the Community Redevelopment Agency (CRA) and the Economic and Housing Development Department. Overall goals include stimulating redevelopment both in Downtown and City wide, building the City's tax base, creating additional jobs, providing incentive grants, improving Dunedin's quality of life, fostering affordable housing, revitalizing designated commercial corridors, increasing tourism and business recruitment and retention. Position will entail assisting the Director of Economic and Housing Department with project management, technical research, event coordination, liaison with key groups such as Downtown Dunedin Merchants Association and Chamber of Commerce, along with other special projects such as downtown parking.

**JOB TITLE:** Administrative Coordinator

**GENERAL STATEMENT OF JOB:**

Under general supervision, performs higher-level administrative duties to department staff to ensure effective and efficient operations for the CRA and the Economic & Housing Development Departments. Must have good organizational skills.