

TOWN OF HAMDEN
Economic Development Technician

Classified/Competitive
Department: Economic Development

BU: AFSCME, Local 2863
Salary: Range 7, 25hrs./wk.

Position Definition: This is a responsible position which assists with the coordination and administration of programs, real estate projects and grants under the Department of Economic and Community Development. This position assists with the financial administration of grants and performs general administrative work in the Department of Economic and Community Development and affiliate organizations that are part of the Town's long-range Economic Plan as adopted by the Town Legislative Council.

Supervision Received: Works under the general supervision of the Director; works with some independence, establishes priorities within work duties.

Supervision Exercised: May provide task supervision to interns or authorized volunteers.

Examples of Essential Job Duties: Performs administrative assistance and financial reporting for all the grants procured by the Department and projects assigned. Also assists with the Community Development blocks grants as needed. Also assists where needed for related community and neighborhood programs such as the Whitneyville Center Improvements, Hamden's Farmer Market, Hamden Middle School, Neighborhood Assistance Act, etc.

Works directly with the State of Connecticut departments that the grants are awarded from (DEEP, Agricultural, Economic and Community Development, Housing, etc.) and as needed completes funding draw downs, financial & audit reports.

Assists in the implementation of the Town Economic Development Incentive Programs as well as other programs and projects approved as part of the long-range plan as adopted by the Economic Development Commission and/or the Legislative Council. Works with the Assessors and Tax Offices to obtain information on properties for which a business may be interested. Researches what the appraised, assessed values of development properties and taxes owed, also researches property titles for new and existing business projects as the Director requires.

Helps prepare the department budget, enters/submits purchase orders, bills for payment, payroll, working directly with the Finance Department on balancing our budgets and if needed, sends transfer requests to the Council. Take notes, draft letters and type most of the correspondence for the office, plus all of the general office duties.

Performs general personnel work in assisting in the services of the department. Receives incoming telephone calls or visitors; supplies information on incentive and program opportunities, Town policies, and keeps appropriate records.

Minimum Qualifications Required: A Bachelor's Degree in marketing, finance or related field and a minimum of two (2) years of responsible experience in economic and community development, real estate and/or bookkeeping experience.

Knowledge, Skills and Abilities: Must have knowledge of basic bookkeeping and record keeping procedures. Must be able to understand the internal responsibilities and programs of the Department of Economic and Community Development. Requires a good working knowledge of bookkeeping principles, methods and practices, and an ability to acquire a working knowledge of government accounting principles dealing with specific applicable incentive and grant programs. Must be proficient in departmental computer applications such as Web Site postings, Open Office and Microsoft Office and be able to use Microsoft Outlook email and calendar applications. Must have the ability to establish and maintain complex files and record systems, and to respect the confidentiality of the files and the work performed in the Department. Must be able to establish effective working relationships with other Town department employees, and an ability to deal effectively and professionally with the public.

License or Certificates: Must have and maintain a valid Connecticut motor vehicle operator's license.

Physical, Mental Exertion/Environment Conditions: Must be able to hear clearly (correctable to within normal limits) to record telephone information and to see (correctable to 20/20) to complete applications and forms. May be required to occasionally drive to business or development site locations. There is some stress in interacting with employees the public and in meeting deadlines.

Note: The above is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task and responsibility. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

Approved by the Civil Service Commission on: May 19, 2014.