

January 26, 2017

The City of Youngstown's Department of Community Planning and Economic Development will soon be posting the following employment position (see attachment below) and desires to gauge interest among prospective applicants. For questions about this position, contact:

T. Sharon Woodberry, Director  
Department of Community Planning and Economic Development  
(330) 744-1708  
[tswood@youngstownohio.gov](mailto:tswood@youngstownohio.gov)

# MONITOR AND COMPLIANCE COORDINATOR

## DEPARTMENT: COMMUNITY PLANNING & ECONOMIC DEVELOPMENT (CPED)

20 W. Federal, Suite 602  
Youngstown, Ohio 44503  
330-744-1708

T. Sharon Woodberry, Director  
[tswood@youngstownohio.gov](mailto:tswood@youngstownohio.gov)

### SALARY (\$ 29,009.55 - \$34,178.14)

This position serves in the Economic Development Division as part of the Business Development Team under the direction of the Department's Director of Community Planning and Economic Development.

Individual is responsible for monitoring compliance of businesses utilizing funds granted by the City of Youngstown's Economic Development Office and will serve as project manager for projects receiving funding. Work requires the exercise of initiative, independent judgment, discretion in handling delegated administrative details and the ability to engage with the business community to effectively communicate program requirements. Position requires an ability to quickly learn basic rules of legislative procedures and administrative procedures as outlined by the City Charter.

### JOB DUTIES/RESPONSIBILITIES:

Job duties include but are not limited to:

Intake of all program applications, documentation, and follow up

Work to facilitate drafting of Development Agreements and communicate with legal counsel and businesses to assure agreements accurately reflect incentives and applicant companies' obligations

The review of all documentation provided by applicant companies and verification of compliance with program and funding guidelines including and/or specifically documentation related to projects receiving water and wastewater grants

Responsible for ongoing monitoring and performance of companies receiving incentives from the Economic Development Office's programs and generating an annual report of findings.

Fulfillment of all related duties as they apply

Implement and research special projects as assigned by the Director of Economic Development.

**SKILLS REQUIRED:**

Excellent verbal and written communication skills

Proficient in analyzing business plans and basic financial documents

Excellent organizational skills

Proficient in Microsoft Word, Excel, and PowerPoint

Familiarity with financing terminology

**REQUIRED EDUCATION/WORK EXPERIENCE**

Bachelor's Degree in Business, Public Administration, or Communication and 3 years of recent work experience which demonstrates the ability to perform duties required of this position