



GARLAND

TEXAS MADE HERE

PUBLIC/PRIVATE PARTNERSHIPS COORDINATOR City of Garland

Summary

Responsible for coordinating the identification, development, implementation and monitoring of plans, projects and activities under the City's Catalyst Areas Program. Also responsible for identifying and engaging public and/or private development partners and their associated projects in other areas of the community as assigned.

Essential Duties and Responsibilities *include the following. Other duties may be assigned.*

1. Develop, coordinate and implement the objectives of the City's Catalyst Areas Program (CAP) including performance measures and identifying service improvements.
2. Develop, implement, assess and refine the City's public/private development engagement strategies.
3. Identify, define and cultivate financial and non-financial partnerships with various public and/or private sector development entities to help secure new investment to the City.
4. Coordinate and target the City's existing real estate assets, incentives and programs to encourage private residential, commercial and business investment that advances City priorities.
5. Prepare technical reports and present private and public resource analysis needed to bring about quality development that is in accord with various community plans and policy guiding documents.
6. Serve as the coordinating liaison for the City's CAP to other divisions, departments and outside agencies.
7. Respond to and resolve difficult and sensitive development inquiries and complaints.
8. Assist and coordinate program budget preparation and facilitate expenditures as needed.
9. Assist the Director of Economic Development in creating documents, policy reports, ordinance amendments and presentations.

Minimum Qualifications

- Bachelor's Degree in Public or Business Administration, Urban Planning or related field
- 4 years related experience
- 2 years project management experience

Or an equivalent combination of education and experience sufficient to successfully perform the essential functions of the job.

Preferred Qualifications

Education/ Experience:

- Master's Degree in Business or Public Administration, Urban Planning or related field
- 5+ years professional experience in real estate development, program design and implementation and/or economic and/or community development,
- 3+ years comprehensive project management experience

Knowledge, Skills and Abilities:

- Extensive knowledge of economic development, real estate development and finance principles, programs and applications
- Extensive knowledge of Local, State and Federal laws, ordinances and practices in regards to development and urban development standards programs
- Extensive knowledge of business attraction, retention and expansion techniques and resources
- Extensive knowledge of planning, coordinating and managing community projects
- Extensive knowledge of project management practices and techniques
- Skill in Microsoft Office (including Access, Excel, Outlook, PowerPoint and Word)
- Ability to communicate effectively in writing and verbally

- Ability to perform effective public outreach, marketing and investor recruitment which secures public and private sector resources

Licenses and Certifications

- Valid Class C Texas Driver's License
- Membership in American Institute of Certified Planners (AICP) preferred

Physical Requirements / Work Environment

The incumbent works in a typical office environment; occasional exposure to unpleasant environmental conditions or hazards; occasional outside work.

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