



City of Delaware  
**Development Financing Coordinator**

<b>SALARY</b>	\$24.43 - \$34.20 Hourly \$50,814.40 - \$71,136.00 Annually	<b>LOCATION</b>	Delaware, OH
<b>JOB TYPE</b>	Full-time	<b>JOB NUMBER</b>	202400031
<b>DEPARTMENT</b>	Finance	<b>OPENING DATE</b>	10/22/2024
<b>CLOSING DATE</b>	11/5/2024 11:59 PM Eastern		

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### Nature of Work, Essential Functions & KSA's

You can do great work and love what you do with the City of Delaware. We are an organization that succeeds because of teamwork, dedication, diversity, and the innovative spirit of all our employees. The City of Delaware is an award-winning local government organization known for its professionalism, customer service orientation and a strong commitment to distinctive and well-planned community development. The work environment is stable with excellent benefits and retirement packages. Our mission is to ensure an effective government, a healthy economy, being a safe city and welcoming you to be a part of this great community!

Delaware is a high-growth community that has established several public-private partnerships to support residential, commercial and industrial development. These development “tools” include Tax Increment Financing (TIF), New Community Authorities (NCA), Joint Economic Development Districts (JEDD) and Community Reinvestment Areas (CRA)

Under the general direction of the Director of Management, Budget & Procurement, the Development Financing Coordinator , tracks, files and maintains records to ensure deliverables related to the development financing agreements are met from the initial approval through the end of financing terms. This position works closely with the Planning, Economic Development, Engineering, Public Utilities and Finance Departments and strives for the successful completion of projects to ensure compliance with the requirements outlined in development agreements.

**ESSENTIAL FUNCTIONS:** For purposes of 42 USC 12101

1. With the assistance of the Director of Management, Budget & Procurement, reviews development agreements, resolutions, ordinances, petitions, etc. and identifies deliverables.
2. Establishes a process for the tracking of development financing and deliverables of incentive districts, new community authorities and special districts from agreement through the end of financing terms.
3. Maintains a database of records related to development financing.
4. Monitors the development financing process and works collaboratively with departments to meet deliverables outlined in the agreement.
5. Tracks various development fees for compliance with development agreements and confirms fees are properly recorded.
6. Adapts processes as new districts or development types are formed.
7. Files agreements, notices and ordinances with local schools, the county, or state as necessary.
8. Compiles reports as required.

9. Attends New Community Authority and other meetings as required.
10. Assists the Income Tax Administrator with background information on Joint Economic Development Districts.
11. Logs the transactions of the Project Trust Fund.
12. Works with the Finance Director to track city-owned parcels and ensure appropriate tax-exempt status.
13. Performs related duties as required.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

### **KNOWLEDGE**

- Knowledge of records management and electronic filing system best practices.
- Knowledge of office terminology, practices, procedures, and equipment.
- Knowledge of city government and operations.
- Microsoft Office applications (e.g. Outlook, Word, Excel, Publisher, Access, Sharepoint, OneNote and Teams) and other computer software.

### **SKILLS**

- Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.
- Using tact, discretion, initiative and independent judgment within established guidelines.
- Effective communication with internal departments and citizens.
- Attention to detail and maintaining a high level of accuracy over extended periods of time.

### **ABILITIES**

- Understand, interpret, and apply laws, rules, or regulations to specific situations.
- Maintain a high level of confidentiality about information within the office.
- Must be honest, dependable, and trustworthy.
- Prepare correspondence.
- Compile and prepare reports.
- Understand and follow written and oral instructions, policies, and procedures.
- Maintain effective working relationships.
- Communicate effectively, both in oral and written form.
- Exercise independent judgement and discretion.
- Work in a professional office environment.
- Initiate new procedures for maintaining effective and accurate records.
- Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations in the performance of essential functions.
- Flexible to changing priorities and deadlines.
- Work under pressure effectively.
- Monitor multiple projects simultaneously.
- Operate a personal computer and related software / programs required to perform essential functions of the position, including word processing, spreadsheets, etc.

## **Physical Requirements & Working Conditions**

### **EQUIPMENT OPERATED**

Computer, copier, phone, scanner, and other standard/modern office equipment; computer software (e.g., Microsoft Office, Cityworks, MUNIS, etc.).

## PHYSICAL REQUIREMENTS

1. The primary duties of this position are performed in a public office-building environment.
2. Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, permits the employee to discern verbal instructions and to communicate effectively with others in person and over the telephone.
3. Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and review, evaluate, and prepare a variety of written materials and documents.
4. Sufficient manual dexterity, with or without reasonable accommodation, permits the employee to operate standard office equipment and a personal computer.
5. Sufficient mobility and flexibility, with or without reasonable accommodation, which permits the employee to work in an office environment.

## Training, Experience, and Qualifications

### EDUCATION/EXPERIENCE

1. High school diploma or equivalent required.
2. 2 or more years of previous experience in the administrative field, with experience in local government preferred.
3. Experience with Tax Increment Financing (TIF), New Community Authorities (NCA), Joint Economic Development Districts (JEDD) and special districts preferred.
4. Regular and reliable attendance.
5. Any combination of training and experience which will indicate the possession of the skills, knowledge and abilities listed below.

## Supplemental Information / Special Requirements

### ADDITIONAL INFORMATION:

The City of Delaware offers a complete benefits package to full-time employees including health, dental, and life insurance, retirement pension and savings plans, paid holidays, vacation, sick leave, and longevity pay and in many positions, paid uniforms or clothing allowance. This position is part of the Management Pay Plan. Details about the compensation and benefits for this position can be found in the agreement by [clicking here](#).

The information above is intended to be illustrative of the kinds of duties that may be assigned to the position and should not be interpreted to describe all the duties which may be required of employees holding this position.

*The City of Delaware is an Equal Opportunity Employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status. In compliance with the Americans with Disabilities Act (ADA) and the Americans with Disabilities Act Amendment Act (ADAAA), the City of Delaware will provide reasonable accommodations, upon reasonable request, to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.*

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### Agency

City of Delaware

### Address

1 South Sandusky Street

Delaware, Ohio, 43015

### Phone

### Website

