

ORDINANCE NO. 89-14

AN ORDINANCE AMENDING SECTION 31.07 OF THE SALARIES AND BENEFITS CODE OF THE CITY OF MEDINA, OHIO BY ACCEPTING THE JOB DESCRIPTION FOR THE POSITION OF INTERN FOR THE ECONOMIC DEVELOPMENT AND PLANNING DEPARTMENTS.

WHEREAS: The Civil Service Commission did approve the job description for the position of Intern for the Economic Development and Planning Departments at their regular meeting held May 7, 2014.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MEDINA, OHIO:

SEC. 1: That in accordance with Section 31.07 of the Salaries and Benefits Code of the City of Medina, Ohio the job description for the position of Intern for the Economic Development and Planning Departments is hereby accepted.

SEC. 2: That a copy of the job description is marked Exhibit A, attached hereto and incorporated herein.

SEC. 3: That this Ordinance shall be in full force and effect at the earliest period allowed by law.

PASSED: May 27, 2014

SIGNED: John M. Coyne, III
President of Council

ATTEST: Kathy Patton
Clerk of Council

APPROVED: May 28, 2014

SIGNED: Dennis Hanwell
Mayor

THE CITY OF MEDINA
JOB DESCRIPTION

2013

89-14
EXH. A

TITLE: Intern – Economic Development & Planning
REPORTS TO: Community & Economic Development Directors
DEPARTMENT/DIVISION: Community and Economic Development
CIVIL SERVICES STATUS: Unclassified
JOB STATUS: Part-Time (Intern)
EXEMPT STATUS: Non-Exempt

CLASSIFICATION FEATURES: The individual in this classification, under the supervision of the Community and Economic Development Directors performs, administrative and professional work relating to administration, marketing, communications, economic and community development issues. Individual will have the opportunity to attend project meetings and city board meetings to understand the development review process.

ESSENTIAL JOB FUNCTIONS:

Conduct research and collect data of vacant properties and buildings. Update inventory list and database with information regarding usable square footage, applicable uses (in regard to zoning) chief characteristics of the property ie: distance between columns, distance from main arteries and divided highways, office space sq ft., warehouse sq ft, available power.

Special Economic and Community Development Projects:

- Assist with creation and implementation of Community Ambassador Program.
- Provide assistance to businesses to facilitate the continued revitalization of downtown Medina
- Assist in review and analysis of new project opportunities
- Assist in development of vacant and underutilized property through land banking, land marketing, and brownfield redevelopment.
- Assist in research and analysis of business programs and policies.
- Assist with creation of marketing materials for City of Medina.
- Assist with marketing and promotion of Joint Economic Development District.

EDUCATION, TRAINING AND EXPERIENCE:

Graduate student of municipal planning, economic development, architecture, urban affairs or a related field, along with considerable experience and responsibility in community development; or exceptionally mature and knowledgeable undergraduate; or Any equivalent combination of acceptable education and experience that provides the required knowledge, skills and abilities.

QUALIFICATIONS:

Knowledge of:

- Advanced theories, principles and practices of city planning and economic development; and

- Word processing and spreadsheet software applications including, but not limited to, Microsoft Word, Excel, Powerpoint and other Microsoft Office products; Social Media; Web page management; ESRI GIS Mapping is helpful.
- Reading and writing reports, correspondence and instructions.

Ability to:

- Operate standard office equipment including but not limited to, personal computer, fax and copy machines, telephone and printers;
- Communicate effectively in writing or orally with co-workers, supervisors and the general public;
- Establish and maintain good working relationships with City employees, other governmental agencies and the general public.

PHYSICAL DEMANDS:

The employee may be required to stand and walk during the work day. This position also involves occasional standing, bending, stooping, crawling, squatting, lifting, kneeling and reaching.

ENVIRONMENTAL ELEMENTS:

This position requires the employee to spend part of each working day in the office at a desk or computer station and at meeting sites and facilities. The position includes a high incidence of interaction with citizens, government officials, and other City employees, occasionally under stressful conditions.

WORKING CONDITIONS:

Work no more than 29 hours per week during the semester.

EQUIPMENT USED: Personal computer, fax machine, phones, copy machines, printers, digital camera

LICENSE: Valid driver's license issued by the State of Ohio and remains insurable under the City of Medina's vehicle insurance plan.

ADDITIONAL REQUIREMENTS: The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job. Employee understands that conditions may require the City to modify this Job Description and that the City reserves the right to exercise its discretion to make such changes.

EMPLOYEE ACKNOWLEDGMENT: _____

DATE: _____

**THE CITY OF MEDINA
JOB DESCRIPTION**

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REPORTS TO: Community & Economic Development Directors

DEPARTMENT/DIVISION: Community and Economic Development

CIVIL SERVICES STATUS: Unclassified

JOB STATUS: Part-Time (Intern)

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ESSENTIAL JOB FUNCTIONS & SPECIAL PROJECTS:

- Conduct research and collect data of vacant properties and update property database on website.
- Attend Ribbon Cutting Ceremonies and document event using city camera and create appropriate media for new business
- Assist with creation and implementation of Community Ambassador Program.
- Assist with application and administration of grants including compilation of grant application materials
- Assist in research and analysis of business programs and policies (i.e. Job Creation Grant)
- Conduct retail business visits (3 per week if possible)
- Update the Historic District Building inventory and property owner data
- Research and identify possible grant opportunities for various projects
- Maintain social media & updates to City's social media page
- Attend Economic Development meetings or other committee meetings as requested or necessary
- Assist with updating the Economic Development website pages
- Assist with the creation of spreadsheets for new and expanding companies

EDUCATION, TRAINING AND EXPERIENCE:

Graduate student of municipal planning, economic development, architecture, urban affairs or a related field, along with considerable experience and responsibility in community development; or exceptionally mature and knowledgeable undergraduate; or Any equivalent combination of acceptable education and experience that provides the required knowledge, skills and abilities.

LICENSE: Valid driver's license issued by the State of Ohio and remains insurable under the City of Medina's vehicle insurance plan.

QUALIFICATIONS:

Knowledge of:

- Advanced theories, principles and practices of city planning and economic development; and

Skilled in:

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