

CITY OF NEWTON, ILLINOIS

ORDINANCE NO. 18-12

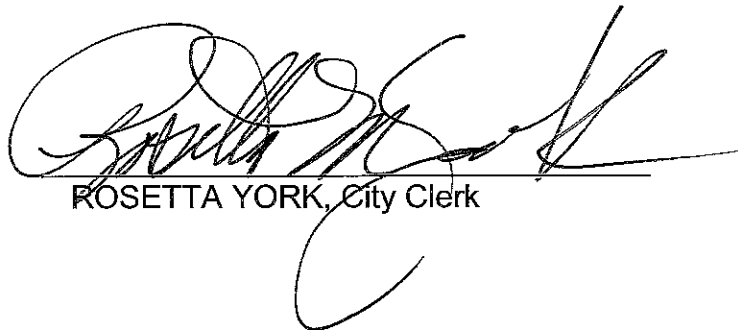
AN ORDINANCE TO ADD  
DIVISION XIII – ECONOMIC DEVELOPMENT COORDINATOR  
TO THE NEWTON CITY CODE OF  
THE CITY OF NEWTON, JASPER COUNTY, ILLINOIS

ADOPTED BY THE CITY COUNCIL  
OF THE CITY OF NEWTON, ILLINOIS  
THIS 7<sup>TH</sup> DAY OF AUGUST, 2018

PUBLISHED IN PAMPHLET FORM BY AUTHORITY OF  
THE CITY COUNCIL OF THE CITY OF NEWTON,  
JASPER COUNTY, ILLINOIS  
THIS 7<sup>TH</sup> DAY OF AUGUST, 2018

**CERTIFICATE OF PUBLICATION**

I, ROSETTA YORK, the duty qualified City Clerk of the City of Newton, Illinois, and the official custodian of records of said City do hereby certify that this Ordinance was published in pamphlet form by authority of the City Council on the 7<sup>th</sup> day of August, 2018.



ROSETTA YORK, City Clerk

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THE CITY OF NEWTON, JASPER COUNTY, ILLINOIS

BE IT ORDAINED by the City Council of the City of Newton, Illinois, that a new Division XIII – ECONOMIC DEVELOPMENT COORDINATOR shall be added to the Newton City Code as follows:

DIVISION XIII: ECONOMIC DEVELOPMENT COORDINATOR

**1-2-118**     **CREATION OF OFFICE.** There is hereby created the Office of Economic Development Coordinator. The Economic Development Coordinator shall be appointed by the Mayor with the advice and consent of the City Council.

**1-2-119**     **QUALIFICATIONS.** The Economic Development Coordinator shall have basic technology skills, including familiarity with Microsoft Office Suite, have experience in business, sales, marketing, or related fields and preferably possess a Bachelor's Degree.

**1-2-120**     **JOB DESCRIPTIONS.** The position of Economic Development Coordinator shall be a full time position with general responsibilities including coordinating and implementing projects and programs that support commercial, office and industrial development; business attraction; business retention; development of public facilities and infrastructure; small business development initiatives and other economic development in the City and Newton and Jasper County.

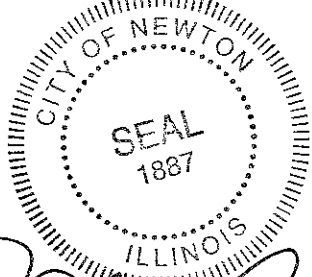
**1-2-121**     **DUTIES.** The Economic Development Coordinator shall perform the following essential function and duties:

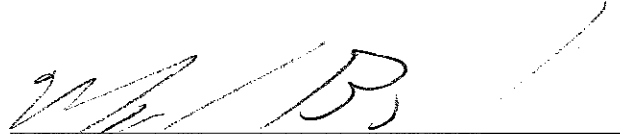
- 1) Attend local, regional & national economic development meetings;
- 2) Proactively net and develop relations with key job providers;
- 3) Promote the City of Newton and Jasper County economic strengths and advantages to potential business in order to create and retain job opportunities;
- 4) Administrator and process Tax Increments Financing (TIF), Enterprise Zone, and other incentive applications and projects;
- 5) Research and apply for public and private grants and other incentives;
- 6) Schedule, organize and conduct meetings with community stakeholders;
- 7) Effectively collaborate with City of Newton, Jasper County, Jasper County Chamber of Commerce, Unit #1 School District, JEDI, and area businesses in order to identify needs and opportunities in our local economy.

**1-2-122**     **SALARY.** The Economic Development Coordinator shall be appointed full time position. The Economic Development Coordinator salary shall be subject to negotiation and shall be evidenced by separate agreement between the City and the Economic Development Coordinator.

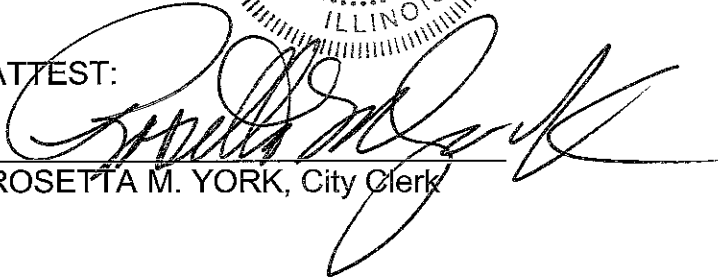
Upon roll call vote the following Alderpersons voted yea: **Marlene Harris, Steve Rubsam, David Brown, Larry Brooks, Eric Blake and Marlene Harris**  
Upon roll call vote the following Alderperson voted nay: **None**  
Absent: **Robert Reisner**

Passed, approved and published in pamphlet form this 7<sup>th</sup> day of August, 2018.



  
MARK BOLANDER, MAYOR

ATTEST:

  
ROSETTA M. YORK, City Clerk