



Job Title	Economic Development Specialist	FLSA Status	Exempt
Band	PRO	Probationary Period	12 Months
Zone	4	Job Code	16854

Class Specification – Economic Development Specialist

Summary Statement: The purpose of this position is to coordinate all programs, activities and initiatives of the Economic Development Division.	
Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
40%	Provide coordination and comprehensive support to the Economic Development Division. Coordinate Economic Development projects and programs with the Economic Development Officer and Economic Development Manager. Proactively plan and anticipate the necessary and appropriate steps to assure effective and efficient execution. Develop and refine systems in support of Economic Development projects and program coordination.
30%	Coordinate Economic Development Division Projects and Programs effectively and efficiently. Specific projects and programs will include Rapid Response, Issue Resolution, strategic redevelopment initiatives, and other special projects as assigned. Project/Program coordination will include scheduling, facilitating meetings, documenting meetings and communication to members, participants and partners.
30%	Promote Job Creation by collaborating with community economic development partners and community organizations to identify and remove barriers to business growth and development. Act as the liaison for the Economic Development Division for all external requests. Interact with business leaders, and citizens to promote the mission and goals of the Economic Development Division.



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Competencies Required:

Human Collaboration Skills: Decisions regarding interpretation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.

Reading: Intermediate – Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Writing: Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Technical Skills Required:

Work requires the use of standard technical skills appropriate to the work environment of the organization.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Bachelor’s degree from an accredited college or university with major coursework in economics, business administration, public administration, or a related field.

Experience: Three years of full-time professional economic development experience.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.



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Supervision Exercised:

Position has no responsibility for the direction or supervision of others.

Supervision Received:

Receives Directions: The employee normally performs the duty assignments after receiving general instructions as to methods, procedures, and desired end results. There is some opportunity for discretion when making selections among a few, easily identifiable choices. The assignment is usually reviewed upon completion.

Fiscal Responsibility:

The job title prepares accounting, budget, employment actions, purchasing documents; and does research to justify language used in documents for a unit or division of a department.

Physical Demands:

Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.

Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Never
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Never

Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, and standard office equipment.

Specialized Computer Equipment and Software: Microsoft Office.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: September 2017