



Job Title	Senior Economic Development Specialist	FLSA Status	Exempt
Band	PRO	Probationary Period	12 Months
Zone	6	Job Code	12794

Class Specification – Economic Development Project Manager

Summary Statement: The purpose of this position is to provide project leadership and management in support of the Economic Development Officer (EDO) and 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.
25%	Provide coordination and comprehensive support to the Economic Development Division. Coordinate Economic Development projects and programs with the Economic Development Officer (EDO). Perform detailed economic impact analysis to determine impact on the community; support the EDO in negotiating and drafting economic development agreements; present economic development agreements to City Council and make recommendations to the EDO regarding policies, programs and initiatives in support of private investment, job creation, business expansion and attraction.
15%	Implement the Rapid Response Program by coordinating meetings with businesses, design teams and reviewing agencies; monitor plan submittals and coordinate expedited reviews; resolve issues that arise throughout the review, approval and inspection process; and monitor the project to completion.
15%	Meet with private sector businesses regarding barriers to business including general City, Utilities, and Building Department issues; assemble appropriate City staff and outside agencies to achieve the best possible solution in the shortest period of time.
20%	Support private sector investors with interest in development or redevelopment of targeted geographic areas; coordinate with appropriate City staff and outside agencies to support the process; design a plan of action to facilitate development or redevelopment; analyze and advocate appropriate incentives and economic development tools; and monitor and intervene as necessary to project completion.



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25%	Lead special projects including innovation and entrepreneurial initiatives, international business development initiatives, and other projects as assigned.
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Competencies Required:
Human Collaboration Skills: Interactions have significant impact and may involve recommendations regarding potential policy development and implementation. Position evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.
Reading: Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. 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:
Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities 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: Five years of full-time professional economic development, project management, or commercial real estate experience.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.
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Certifications required in accordance with standards established by departmental policy.	
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Supervision Exercised: Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling of work.
Supervision Received: Receives General Direction: This job title normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.

Fiscal Responsibility: This job title has responsibility for implementing Economic Development Division programs, activities and initiatives within the parameters of the division budget.
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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.
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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.



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Original Date: August 2019