



JOB DESCRIPTION

Title: **ECONOMIC DEVELOPMENT SPECIALIST**
Department: Community & Economic Development
Class Code: 5325
FLSA Status: Non-Exempt
Effective Date: October 1, 2019

GENERAL PURPOSE

Under general supervision of the Community & Economic Development Director, performs a variety of professional, technical and analytical duties requiring the exercise of independent judgement. This is a skilled professional position requiring an understanding of city government, project management, data analysis, policy analysis, conducting research, and professional writing.

ESSENTIAL DUTIES

- Coordinates economic development functions and assists with economic development activities for the department, including scheduling and organizing meetings.
- Serves as support staff for the Redevelopment Agency of Murray including developing meeting agendas, writing staff reports, creating presentations and attending RDA Board meetings.
- Collects data, information and best practices on operational, technical and administrative problems and performs comprehensive analysis on data in order to increase effectiveness, efficiency and economy of work processes, policy determination and management decision-making.
- Writes a variety of clear and accurate reports, policies, memos, correspondence, presentations or manuals which may be complex, controversial, or highly sensitive; makes programmatic recommendations based on findings.
- Creates and/or assists with creating materials to market and advertise projects and programs for the department.
- Prepares summaries and detail outlines of economic development agreements.
- Manages and coordinates special and ongoing programs and projects.
- As needed, attends evening meetings to present projects, staff reports and recommendations.
- Prepares and submits grant applications; manages grant funded projects, including, reporting and reimbursements.
- Listens and responds to escalated customer concerns and provides well thought out solutions to problems; focuses on difficult and complex issues requiring tact and patience; handles customer concerns needing specific and detailed information.
- Creates and monitors departmental budgets; monitors existing budget expenditures in relation to available budget dollars; aids in major departmental purchases.

- Assists with the procurement process by drafting RFPs, RFQs, etc.
- Represents the City or department at community meetings; serves on various committees as requested.
- Maintains filing systems and a database of files for increased efficiency in accessing documents.
- Performs a variety of clerical and administrative duties, including answering phones, typing notes, assisting with department purchasing, travel requests, document processing, etc.
- Interprets and explains complex policy to the public.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience

- Graduation from college with a bachelor's degree in public or business administration, planning, economics, urban development, architecture, engineering or related field; two (2) years of experience performing above and related duties OR an equivalent combination of education or experience.
- An advanced degree is preferred.

Necessary Knowledge, Skills and Abilities

- Ability to communicate professionally and effectively, both verbally and in writing; in-depth knowledge of the proper use of grammar, punctuation and spelling; ability to answer incoming phone calls in a professional manner;
- Ability to create effective working relationships with employees and the public and to maintain confidentiality; ability to interact with elected officials, the public, City stakeholders, and administrative staff in a professional manner;
- Ability to exercise initiative, independent judgment, and to act resourcefully under varying conditions; ability to prioritize and plan work daily; excellent organizational skills;
- Ability to use Word, PowerPoint, Excel or any other software applicable to the organization; skill in using telephone, computer, fax machine, copier and other general office equipment.
- Ability to maintain confidential and sensitive information;
- Willingness and ability to adapt to a rapidly changing environment.

TOOLS & EQUIPMENT USED

- Personal computer, including word processing, spreadsheet and database software; phone; copy and fax machine, and other equipment pertaining to this position.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit and talk or hear; use hands to finger, handle, or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to walk.

- The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in an office setting. The noise level in the work environment is usually quiet.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____