

ECONOMIC DEVELOPMENT SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this position is responsible for the identification, development, implementation and promotion of a program designed to attract commercial, retail or industrial concerns to locate within the municipality or to promote and foster the expansion of existing commercial, retail and industrial businesses. This is accomplished through the preparation of loan packages for funding; promotional work involving the coordination of marketing techniques, statistical information and business needs; and preparation, implementation and contract monitoring of funded projects. The incumbent will act as a liaison to the local development agency, real estate agents, developers, contractors and/or sub-contractors and is involved in the contract negotiations among the parties. Supervision may be exercised over subordinate or clerical staff but is not necessarily a function of this position. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Identifies projects to be undertaken (i.e., infrastructure), locates appropriate funding source(s), and makes application to funding source(s);

Uses various marketing techniques (i.e., development of brochure re: financing and eligibility requirements) to promote the community to businesses and developers;

Designs, implements and analyzes research aimed at gathering data used to procure public and private funding;

Implements targeted economic development activities, including marketing of program, financial analysis, loan packaging and contract development;

Works with real estate agents to locate suitable property for development;

Assists businesses or developers with loan arrangements or financial packaging to induce relocation or expansion within the community and targets development application to appropriate funding source;

Serves as liaison to local businesses and various government agencies on the local, County or State level to facilitate approvals;

Represents the municipality in contract negotiations involving contractors, sub-grantees and property owners;

May act to oversee project, by coordinating contract documents, providing cost analysis, and reviewing fund allocations;

May undertake market studies or recruitment for particular types of businesses;

May assist in the establishment of development guidelines;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the principles, practices and techniques involved in commercial, retail and industrial site selection practices, assessment and financing; good knowledge of the methods and techniques used in promotional and public relations activities; ability to research, collect and organize data; ability to express ideas clearly and concisely; ability to establish and enhance rapport with business, industrial and government representatives; ability to obtain and analyze facts relative to making judgments concerning eligibility for loans and grants; ability to deal effectively with others; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential functions of the position; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; resourcefulness; tact; courtesy; social compatibility; thoroughness; good judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) Bachelor's Degree* in Business, Finance, Public Administration, Planning or related field and three (3) years of experience in which the primary function of the position was state or federal development program administration (i.e., HUD projects); economic research; economic development; real estate finance; municipal management; public relations; marketing or advertising; or (b) a Master's Degree* in Business, Finance, Public Administration, Planning or related field and two (2) years of experience as described in (a) above.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level as stated in the minimum qualifications will be considered in evaluating experience.

*SPECIAL NOTE: Education beyond the secondary level must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.