



HUMAN RESOURCES DEPARTMENT

POSITION DESCRIPTION

TITLE: Economic Development Specialist **LAST UPDATED:** 7/24/14
DEPARTMENT: Economic Development Corporation **JOB CLASS:**
REPORTS TO: EDC Director Business Retention **FLSA Designation:** Exempt

Summary: Under general supervision of the EDC Director of Business Retention & Expansion the Economic Development Specialist is responsible for supporting and coordinating activities and programs to effectively conduct business recruitment and development. Incumbent may be required to perform position-related tasks other than those specifically listed in this description.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.

Essential Job Functions:

- Collects, assembles and prepares content for business recruitment communications, presentations, proposals and agreements.
- Performs economic development and support work to broaden the City's retail, commercial and industrial base.
- Coordinates promotional/marketing materials for the purposes of business attraction and retention.
- Researches, assembles and develops target presentations, reports and information.
- Assembles and prepares response materials/packages for RFI's and RFP's.
- Coordinates and facilitates schedules and arrangements for client visits.
- Develops and maintains prospect data, tracking database and periodic reports.
- Compiles and maintains site and existing building information and data base,
- Assists in communicating and following-up with clients, brokers, consultants and allies.
- Researches and compiles specific information on clients.
- Researches, develops and maintains files, records, databases, listings and other reference materials used to recruit and retain businesses, including business trends, demographic profiles and related materials and other project information.
- Assists EDC Staff in building relationships with clients and real estate brokers.

Other Important Duties:

- May be required to attend events, meetings, conferences and training.
- May be required to attend City events on evenings and weekends.
- May require some travel to attend meetings, conferences and training.
- May be required to work extended hours, evenings and weekends.
- Regular and consistent attendance for the assigned work hours is essential.
- Performs other related duties as assigned.

Required Knowledge and Skills:

- Knowledge of market research and analysis, interpretation and report development for complex administrative issues.
- Knowledge of principles, procedures and strategies of economic development in a government environment for demographics, economic trends and forecasting.
- Knowledge Type A/B Economic Development Corporations and Sales Tax Legislation.
- Knowledge of City policies and procedures.

- Knowledge of public sector practices and procedures.
- Knowledge of Texas Open Meetings Act, Open Records Act and records retention policies and procedures.
- Knowledge of customer service practices and procedures.
- Proficiency in the use of computers and knowledge of computer applications including Microsoft Excel, PowerPoint and Word
- Ability to communicate effectively and clearly, both orally and in writing.
- Ability to identify problems and propose solutions in a timely manner.
- Ability to gather and analyze data and draw conclusions and present data and other information in a clear and logical manner.
- Ability to handle a wide variety of tasks and projects with minimal supervision and direction.
- Ability to handle confidential information in a responsible manner.
- Skill in resolving customer complaints and concerns.
- Skill in effectively reviewing work and providing technical assistance to assigned staff.

Preferred Education, Experience, and Certifications:

- Bachelor's degree in Business/Public Administration or related field **and** minimum three (3) years of increasing responsibility experience in economic development **or** equivalent combination of education and experience.
- May be required to have specialized certification depending on area of assignment.
- Will be required to complete the Basic Economic Development Course through the Texas Economic Development Corporation.
- Must pass a pre-employment drug screen, criminal background investigation and MVR check.
- Must possess valid State of Texas Drivers License.

Environmental Factors and Conditions/Physical Requirements:

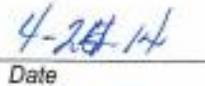
- Work is performed in an office environment.
- May be subject to repetitive motion such as typing, data entry and vision to monitor.
- May be subject to exposure to extended periods of standing or sitting.
- May be subject to bending, reaching, kneeling and lifting such as when retrieving files, records and reports and setting up audio visual equipment
- May be exposed to hostile or angry employees and customers.

Equipment and Tools Utilized:

Equipment utilized includes personal computer, copier, calculator, fax machine, scanner, and other standard office equipment, engineering and drafting equipment, and department vehicles.

Approved By:


 Nancy Windham, EDC Vice-President


 Date


 Shannon Allyn, HR Generalist

04/24/2014
 Date