

ECONOMIC DEVELOPMENT SPECIALIST I

DEFINITION

Under direction, participates in the promotion, planning, marketing and program development of the Economic Development Department of the City.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Assists and participates in the economic research, planning and program development marketing and project management activities of the City's Economic Development Department; assists in the design, conduct and preparation of local urban and regional economic bases; analysis of City's present and future resources and encumbrances and their effect on local economy. Assists in negotiations with the business organizations; prepares financial assistance and loan material for distribution; participates in special public relations and informational meetings, recommends objectives and priorities for economic development programs; designs specific short-term and long-range programs and projects; evaluates current projects and recommends modification as required; prepares comprehensive studies, reports and statistical data as needed. Performs other functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

This is skilled professional and technical work at the fully-qualified working level requiring the application of knowledge and skills gained through specialized instruction and experience, the exercise of considerable initiative, and the use of seasoned judgment. Assignments are received in the form of general outlines of results desired and the incumbent is normally expected to develop own work methods and routines. Work is reviewed through conferences, analysis and evaluation of reports and recommendations, and results achieved.

RECOMMENDED MINIMUM QUALIFICATIONS

Education equivalent to graduation from an accredited college or university with specialization in urban economics, urban planning, business or public administration, or related field; and two years of responsible urban economic development or directly related experience; or any combination of education, training and experience which provides the following knowledge, skills and abilities.

Knowledge of: principles and methods of applying economic development theory, including techniques to stimulate and promote economic activity in urban areas, research methods and techniques, including quantitative techniques involved in preparation of economic and market feasibility studies and commercial/industrial development programs; and governmental resources, programs and processes pertaining to urban redevelopment and economic development.

Ability to: conduct research and analyze, interpret and draw sound conclusions from factual information; present research findings and conclusions and program/project recommendations concisely and effectively in writing and orally; exercise resourcefulness in meeting and resolving problems; interface effectively with business clients, government officials, community leaders, and others contacted in the course of work.

Special Requirement: Must possess and retain a valid California Class C Driver's License as a condition of employment.

Special Working Conditions: Willingness and ability to work irregular hours including evenings and weekends as needed.

CHARACTERISTICS OF SUCCESSFUL PERFORMERS

The successful performer is proactive and self-motivated, coordinates multiple tasks and projects efficiently, and is adaptable, resilient and persistent. This individual is able to comprehend broad policy objectives and has excellent interpersonal skills, and works effectively with community organization and business groups in a culturally diverse community.

Class title change from Economic Business Development Specialist I
per Council Resolution No. 86-99
effective 11-1-86

ADA approved: 03/03
Reviewed: 03/03. 07/06